

MINUTES
of the
Finance Committee meeting held on 30th January 2020
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan, P Aldridge, H Bowman, C Danter, J Raywood, S Raywood

In attendance: D Hill (Town Clerk) and one member of the public

F.19.132 To receive apologies
Apologies received from Cllr Walker (health)

F.19.133 To receive declarations of interest
None received.

F.19.134 To receive dispensations
None required.

F.19.135 To approve the Minutes of the Finance Committee meeting held on 13th January 2020
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 13th January 2020. Proposed by Cllr Aldridge, seconded by Cllr Danter.

F.19.136 Matters arising from the Minutes – for information only in relation to matters not on the agenda
F.19.084 Civic Service Costs – £150 for organist, £15 per hour for Parish Rooms
F.19.091 Street & Alley Cleaning – referred to Environment & Amenities Committee
F.19.108 – Planning laptop is not covered by anti-virus software – **Action:** Charlton Networks installing when next on-site.
F.19.121 Finance Reports – All expenditure in the public sector is described as indirect expenditure. Invoice 1108 relates to re-charging for utilities.
F.19.124 Transfer from 32 day account – complete.
F.19.125 Payments to GAB – Standing Order to take effect from 14th February 2020 - complete.
F.19.130 Additional Remembrance Shield – complete.

F.19.137 To receive correspondence relating to the Finance Committee
None received.

F.19.138 Public Participation
None received.

F.19.139 To review bank reconciliations for December 2019
The bank reconciliations were reviewed.

F.19.140 To consider and agree grant applications from outside bodies
It was RESOLVED to award £210.00 to Chatty Thursday.
Proposed by Cllr J Raywood, seconded by Cllr Brennan.

- F.19.141 To retrospectively approve the purchase of two chairs for the office at a cost of £308**
It was RESOLVED to retrospectively approve the purchase of two chairs for the office at a cost of £308.00. Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.142 To agree to replace the desktop computer in the Reception office due to failure of the motherboard rendering the computer unusable**
It was RESOLVED to replace the desktop computer in the Reception office due to failure of the motherboard rendering the computer unusable at a cost of £730.00 including cables, setup and secure disposal of the old desktop. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.19.143 To note that the Severn Ham Committee will be registering the title of the Severn Ham with HM Land Registry, incurring legal costs associated with this**
The above was noted.
- F.19.144 To agree to pay Diversity Business Services Ltd by monthly standing order**
It was RESOLVED to agree to pay Diversity Business Service Ltd by monthly standing order. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.19.145 To consider and agree a new photocopier contract**
It was RESOLVED to award the contract to Digital Copier Systems for an 18-month period. Proposed by Cllr Brennan, seconded by Cllr Bowman.
- F.19.146 To agree a name for the new Remembrance Parade shield**
The new Remembrance Parade shield will be called the 'Deputy Town Mayor's Shield'
- F.19.147 To review draft Financial Regulations and agree the next steps**
The draft Financial Regulations will be referred back to the Working Group.
- F.19.148 To agree the payments list**
It was RESOLVED to approve the payments list totalling £9,499.36. Proposed by Cllr Aldridge, seconded by Cllr Danter.

There being no further business the meeting closed at 7.34pm

Signature of Chairman upon approval of the minutes 5th March 2020