

MINUTES

of the

Remote Finance Committee meeting held on 26th August 2020 at 6:00PM via Zoom

Present: Cllrs P Aldridge (Chair), H Bowman, K Brennan, C Danter, J Raywood, S Raywood, M Sztymiak

In attendance: D Hill (Town Clerk)

The meeting commenced at 6.11pm. It was pointed out that the Zoom meeting had scheduled for an hour ahead of the actual time of the meeting. Town Clerk to check Zoom settings.

F.20.031 To receive apologies

None received.

F.20.032 To receive declarations of interest

None.

F.20.033 To receive dispensations

None.

F.20.034 To approve the Minutes of the Finance Committee meeting held on 28th May 2020

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 28th May 2020. Proposed by Cllr J Raywood, seconded by Cllr Danter.

F.20.035 Matters arising from the Minutes – for information only in relation to matters not on the agenda

No matters arising.

F.20.036 To receive correspondence relating to the Finance Committee

None.

F.20.037 Public Participation

A member of the public raised questions regarding the following:

(Review of finance reports) Is the Tudor Bar a part of the Town Council or Trust?

The bar is run by the Town Council.

(Payments List) Should the payments list be part of the agenda?

The Internal Audit report in 2018/19 recommended that the total of the payments approved at a meeting be added to the minutes. This has been actioned.

(Review Non-attributed costs for Watson hall) What are the non-attributed costs for the Watson Hall?

Covered under agenda item 13.

F.20.038 To review the bank reconciliations for April, May and June 2020

The bank reconciliations were reviewed. It was noted that there was some discrepancy with dates on the reconciliations presented. The Town Clerk informed the committee that there had been catch up work to complete following a period of furlough for the Finance Assistant. It was agreed that these bank reconciliations should be reviewed again at the next Finance Committee meeting.

Action: Town Clerk to add agenda item re distribution of additional £1,100 re Mayor's Charity

Action: Town Clerk to add formalization of the floating amount in the Mayor's Charity account to the next agenda.

F.20.039 To review finance reports

The budget reports were reviewed.

Action: Town Clerk to add an agenda item at the next meeting to assess the impact of Covid-19 on the Council's finances for onward referral to Full Council.

F.20.040 To consider and agree grant applications from outside bodies

None received.

F.20.041 To agree the payments list

It was RESOLVED to approve payments totalling £9,034.15

Proposed by Cllr Brennan, seconded by Cllr Bowman.

F.20.042 To review the signatory on the Mayor's Charity account

It was agreed that Cllr Bowman is added as an additional signatory alongside Cllr Brennan.

Action: TC and HB to visit Lloyds to start the process for adding an additional signatory.

F.20.043 To review non-attributed costs for the Watson Hall

The Town Clerk reported that the Events Officer estimated 60% of her time had been spent on work relating to the Watson Hall and that GAB Services estimated an average of 18 hours per week had been spent working at the Watson Hall during 2019/20.

F.20.044 To discuss applying for a Lloyds Bank Business Charge Card

Action: Cllr Aldridge and Town Clerk to prepare recommendation to move this forward.

F.20.045 To approve expenditure on legal services in respect of the three Land Registry titles at the Watson Hall and Tewkesbury Museum

It was RESOLVED to approve expenditure on legal services in respect of the three Land Registry titles at the Watson Hall and Tewkesbury Museum from the Legal budget. Proposed by Cllr J Raywood, Seconded by Cllr Danter.

Action: Town Clerk to provide update on estimate of costs when available.

F.20.046 To discuss outstanding Finance Committee actions:

i. Internal Financial control checks

It is the intention to aim for this to take place in September.

ii. Financial risk register

For future Finance meeting for onward referral to Full Council.

iii. Asset register

For future Finance meeting for onward referral to Full Council.

iv. Migration of asset register

It is the intention to aim to start work on this in September.

There being no further business the meeting closed at 7.23pm

Signature of Chairman upon approval of the minutes 1st October 2020