

MINUTES

of the

Remote Finance Committee meeting held on 1st October 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.20.047 To receive apologies

None received.

F.20.048 To receive declarations of interest

Cllr S. Raywood declared an interest regarding the grant application from PPNP.

F.20.049 To receive dispensations

None.

F.20.050 To approve the Minutes of the Finance Committee meeting held on 26th August 2020

It was noted that the meeting was held on 26th not 6th of August 2020. It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 26th August 2020. Proposed by Cllr Bowman, seconded by Cllr Danter.

F.20.051 Matters arising from the Minutes – for information only.

20.042 **To review the signatory on the Mayor's Charity account:** Complete

20.044 **Applying for a Lloyds Charge card:** Carry Forward

20.045 **Expenditure of legal advice for Watson Hall titles:** Carry Forward

F.20.052 To receive correspondence relating to the Finance Committee

The Town Clerk report that a remittance advice had been received for the second precept payment from Tewkesbury Borough Council.

F.20.053 Public Participation

None.

F.20.054 To review the bank reconciliations to 31st August 2020

The bank reconciliations were reviewed.

Action: Town Clerk to look into V McClintock Chatty Thursday unrepresented payment.

F.20.055 To review budget report to 31st August 2020

The budget reports were reviewed.

Action: Town Clerk to check on Museum window expenditure is showing in the correct financial year, provide report showing furlough income received for the next meeting.

- F.20.056 To review the financial impact of COVID-19 on the Town Council’s budget for 2020-21.**
A Balance Sheet report had been circulated to members showing the position to 31st August 2020. It was noted that this report and detailed income and expenditure reporting to the half year position would be available for the next meeting enabling members to have a better understanding of the impact of COVID-19 on the Town Council’s finances for 2020/21.
- F.20.057 To consider and agree grant applications from outside bodies**
Cllr S.Raywood left the meeting. It was RESOLVED to award a grant of £740.00 for Priors Park Neighbourhood Project. Proposed by Cllr Danter, seconded by Cllr J Raywood. Cllr S Raywood rejoined the meeting. It was RESOLVED to award a grant of £300.00 for Tewkesbury Sea Cadets. Proposed by Cllr S. Raywood, seconded by Cllr Bowman.
- F.20.058 To agree to the payments list**
None.
- F.20.059 To note the work in hand to ensure the Town Council’s website is accessible and the publication of an accessibility statement**
Action: The Town Clerk advised members that work to update the website by Netwise was complete. An interim accessibility statement had been circulated to members and had been added to the Policy section of the website.
- F.20.060 To discuss and agree the recipient of the additional £1.100 received into the Mayor’s Charity Account relating to money raised during 2019/20**
Action: Town Clerk to ask the family their wishes.
- F.20.061 To agree the level of ‘float’ to be left in the Mayor’s Charity account from one financial year to the next**
It was RESOLVED that the float from one financial year to the next should be between £200-£300. Proposed by Cllr Brennan, Seconded by Cllr Danter.
- F.20.062 To receive an update from the Town Clerk on the petty cash procedure**
The Town Clerk advised members that a petty cash float of £30 for the bar had been set up as an interim measure, whilst cash was not generally being used to enable the purchase of sundry items such as lemons etc.

There being no further business the meeting closed at 6:58 pm.

Signature of Chairman upon approval of the minutes 3rd November 2020