

## MINUTES

### *of the*

#### **Remote Finance Committee meeting held on 2nd March 2021 at 6:00PM via Zoom**

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

**In attendance:** D Hill (Town Clerk)

- F.20.106**      **To receive apologies**  
Cllr Danter
- F.20.107**      **To receive declarations of interest**  
Cllrs Brennan and J Raywood in respect of approving expenditure relating to replacement of the fire alarm system at Tewkesbury Museum.
- F.20.108**      **To receive dispensations**  
The Town Clerk gave a dispensation to Cllrs Brennan and J Raywood as above to enable the item to be quorate.
- F.20.109**      **To approve the Minutes of the Finance Committee meeting held on 1st February 2021**  
Subject to a small typographical error to be rectified it was RESOLVED to approve the Minutes of the Finance Committee meeting held on 1st February 2021. Proposed by Cllr J Raywood, seconded by Cllr Bowman.
- F.20.110**      **Matters arising from the Minutes – for information only.**  
20.044 **Applying for a Lloyds Charge card:** Carry Forward  
20.045 **Expenditure of legal advice for Watson Hall titles:** Carry Forward  
21.008 **Mayor's Allowance:** Now amended and showing correctly on I&E report.
- F.20.111**      **To receive correspondence relating to the Finance Committee**  
The Town Clerk has received an email from a member of the public.
- F.20.112**      **Public Participation**  
None.
- F.20.113**      **To review the financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> January 2021**  
The financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> January 2021 were reviewed.  
Cllr Sztymiak queried expenditure relating to B&M Moorings Maintenance £8,714 and Projects £4,067 – Overspend?? Where did the poles expenditure come from? Journal report to investigate.  
Museum Projects – grant income to be shown as income?  
**Action:** Town Clerk to look into the issues raised and also to bring a report to the next meeting showing furlough payments received in this financial year.

- F.20.114 To consider and agree grant applications from outside bodies**  
None
- F.20.115 To agree to the payments list**  
It was RESOLVED to approve the payments list totalling £10,089.56. Proposed by Cllr S Raywood, seconded by Cllr J Raywood. Cllr Sztymiak against due to the format the payments list was presented in.
- F.20.116 To discuss the External Audit 2019/20**  
The External Audit report was noted and the historic except for item was acknowledged.
- F.20.117 To agree the process and timescale for Q3 2020/21 Internal Control Checks**  
Cllr J Raywood and Cllr S Raywood to follow up with Cllr Brennan, Cllr Bowman, and Cllr Gurney.
- F.20.118 To receive an update from the Town Clerk on recent IT issues**  
The Town Clerk updated the committee on the recent server down time and website issues. It was agreed to monitor the situation, but it was felt that this was largely due to current working challenges in light of the pandemic.
- F.20.119 To retrospectively approve expenditure relating to a replacement fire alarm system at Tewkesbury Museum**  
It was RESOLVED to retrospectively approve expenditure relating to a replacement fire alarm system at Tewkesbury Museum. The Town Clerk was given authority to make the final decision on the chosen system in line with advice from the Conservation Officer in respect of listed building consent. Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.
- F.20.120 To review and agree draft financial regulations for recommendation to Full Council.**  
Amendments were proposed to wording at sections 4.1 and 7.8 and the document will be presented to the next Full Council meeting.

There being no further business the meeting closed at 7.30 pm.

Signature of Chairman upon approval of the minutes ..... 8<sup>th</sup> April 2021