

## MINUTES

### *of the*

#### **Remote Finance Committee meeting held on 1st February 2021 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)

**F.20.091 To receive apologies**

None

**F.20.092 To receive declarations of interest**

None

**F.20.093 To receive dispensations**

None

**F.20.094 To approve the Minutes of the Finance Committee meeting held on 11<sup>th</sup> January 2021**

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 11<sup>th</sup> January 2021. Proposed by Cllr Bowman, seconded by Cllr Brennan.

**F.20.095 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

**F.20.096 To receive correspondence relating to the Finance Committee**

None

**F.20.097 Public Participation**

None.

**F.20.098 To review the financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> December 2020**

The financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> December 2020 were reviewed. The Town Clerk reported that £6,377 grant income in respect of the Watson Hall had been received from Tewkesbury Borough Council. It was noted that the Mayor's Allowance payment of £1,500 seems to be appearing twice. **Action:** Town Clerk to investigate this anomaly.

**F.20.099 To consider and agree grant applications from outside bodies**

None

**F.20.100 To agree to the payments list**

It was RESOLVED to approve the payments list totalling £3,877.40. Proposed by Cllr S Raywood, seconded by Cllr Danter.

- F.20.101      To receive an update from the Town Clerk in respect of the External Audit 2019/20**  
The Town Clerk reported that she had received an email from the external auditor and that this had been replied to on 27<sup>th</sup> January 2021.
- F.20.102      To appoint GAPTC as the Internal Auditor**  
It was RESOLVED to appoint GAPTC as the internal auditor for 2020/21. Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.20.103      To receive the Internal Control Checkers report relating to Q1 and Q2 2020/21**  
The committee thanked Cllrs J Raywood and S Raywood for understanding the internal control checks. Cllr J Raywood advised that VAT reclaims were all up to date and extended her thanks to the staff for working hard in difficult circumstances. It was noted that the checking process will need to be reviewed.  
Cllrs Bowman and Brennan happy to become checkers and the requirement for more checkers will be added as an agenda item at Full Council.
- F.20.104      To authorize year end close down work**  
It was RESOLVED to authorize Plain English Accounting to complete the year end closedown work for 2020/21 at a cost of £375. Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- F.20.105      To approve to release £7,321 from Earmarked Reserves to Buildings & Moorings, Museum Maintenance**  
Cllr Brennan proposed an amendment to release £849 from Earmarked Reserves for Museum Maintenance. It was RESOLVED to release £849 from Earmarked Reserves to Buildings & Moorings Museum Maintenance. Proposed by Cllr Brennan, seconded by Cllr Danter.

There being no further business the meeting closed at 6.27 pm.

Signature of Chairman upon approval of the minutes ..... 25<sup>th</sup> February 2021