

## MINUTES

### *of the*

#### Remote Finance Committee meeting held on 8th April 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.20.121 To receive apologies**

None

**F.20.122 To receive declarations of interest**

None

**F.20.123 To receive dispensations**

None

**F.20.124 To approve the Minutes of the Finance Committee meeting held on 2<sup>nd</sup> March 2021**

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 2<sup>nd</sup> March 2021. Proposed by Cllr K Brennan, seconded by Cllr H Bowman.

**F.20.125 Matters arising from the Minutes – for information only.**

20.110 **Matters arising from the minutes:** Carried Forward.

20.113 **Review of financial reports: Museum Grant:** Now showing on a separate nominal code.

21.119 **Replacement Fire Alarm:** The Town Clerk confirmed that the system ordered was the wireless system after a discussion with the Conservation Officer.

**F.20.126 To receive correspondence relating to the Finance Committee**

None

**F.20.127 Public Participation**

None.

**F.20.128 To review the financial reports and bank reconciliations of the Town Council to 28<sup>th</sup> February 2021**

The reports were reviewed. The nominal code 4999 was queried. **Action:** Town Clerk to look into the origins of this code. Town Clerk to provide an update on expenditure incurred to date and projected expenditure on the Museum roof project. The moorings income was queried in relation to the split between short term and long term moorings. The Town Clerk confirmed that all moorings income relates to long term moorings. A query was also raised in relation to business rates on the moorings and the Town Clerk confirmed that business rates are paid on the Town Council owned moorings. The amount of wastage in the bar as a result of the lockdown was questioned. **Action:** Town Clerk to confirm wastage figures.

The bank reconciliation report for the savings account for February was not included in the agenda pack and will be reviewed at the next meeting.

- F.20.129**      **To consider and agree grant applications from outside bodies**  
The grant application was not agreed due to the fact it was not a local charity.
- F.20.130**      **To discuss the issue of empty shop windows in Tewkesbury and to consider and agree to use the remaining grant budget to support filling these windows.**  
Cllr Sztymiak to take forward re: funding. It was RESOLVED to use the remaining budget of £2,890 to support filling the windows. Proposed by Cllr K Brennan, seconded by Cllr P Aldridge.
- F.20.131**      **To agree the payments list**  
None
- F.20.132**      **To agree to release £2,433 from Earmarked Reserves, St Mary's Lane Moorings to Buildings & Moorings, Moorings Maintenance**  
It was AGREED to release £2,433 from earmarked reserves. Proposed by Cllr C Danter, seconded by Cllr K Brennan.
- F.20.133**      **To agree the earmarked reserves for the end of the financial year 2020/21**  
It was resolved to release and add earmarked reserves as follows:  
Existing earmarked reserves:  
338 Finance Professional £1,942 to be released  
New earmarked reserves:  
Finance 120  
4200 insurance £1,606 earmark for insurance  
4310 tourism £1,000 earmark for shop windows project  
4330 grants £2,890 earmark for shop windows project  
4350 elections £1,000 earmark to existing earmarked reserve 340  
Buildings & Moorings 200  
210 Museum  
1100 grants received £18,750 earmark for Museum roof project  
4500 museum projects £5,772 earmark to existing earmarked reserve 320  
220 Town Hall  
4450 maintenance £5,831 earmark for TH maintenance  
600 Watson Hall  
4590 projects earmark for WH projects  
4960 equipment earmark for WH bar equipment  
Proposed by Cllr C Danter and seconded by Cllr K Brennan.
- F.20.134**      **To review and agree an amendment to Standing Orders for recommendation to Full Council**  
It was RESOLVED to recommend the amendment to Standing Orders to the next Full Council meeting. Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.
- F.20.135**      **To receive the report following the internal control checks for Q3 2020/21**  
To be received at the next Full Council meeting.

**F.20.136 To receive a report showing furlough payments received to date.**

The report was noted

**F.20.137 To delegate authority to the Town Clerk to deal with health and safety matters regarding the pictures in the Town Hall**

It was RESOLVED to delegate authority to the Town Clerk to deal with health and safety matters regarding the pictures in the Council Chamber at the Town Hall.

Proposed by Cllr S Raywood, seconded by Cllr K Brennan.

There being no further business the meeting closed at 7.25 pm.

Signature of Chairman upon approval of the minutes ..... 6<sup>th</sup> May 2021