

MINUTES
of the
**Finance Committee meeting held on 3rd February 2022 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

F.21.075 To receive apologies

None.

F.21.076 To receive declarations of interest

Cllr Bowman & Cllr Sztymiak – members of Friends of the Earth.

F.21.077 To receive dispensations

None.

F.21.078 To approve the approve the Minutes of the Finance Committee meeting held on 13th December 2021

It was RESOLVED to approve the minutes of the Finance Committee meeting held on 13th December 2021. Proposed by Cllr Aldridge, seconded by Cllr Bowman.

F.21.079 Matters arising from the Minutes – for information only.

21.065 20.110 Cllr Aldridge & Cllr Brennan to assist Town Clerk in applying for charge card

21.052 The Town Clerk reported that £30,381.34 was the total amount of funding from Tewkesbury Borough Council towards the Watson Hall doors & floors project.

21.068 Check receipts from paint purchased for Watson Hall painting. The Town Clerk reported that the queried invoice related to painting in the Watson Hall.

F.21.080 To receive correspondence relating to the Finance Committee

None

F.21.081 Public Participation

None.

F.21.082 To review the budget and earmarked reserves reports

The reports were reviewed. **Action:** A councillor requested a breakdown of expenditure relating to Finance Stationery Office equipment and IT, and Staffing Professional Fees. A query was also raised about the photocopier overspend and the contract in place and whether this needs reviewing at renewal or whether copying/printing can be phased.

- F.21.083** **To review the bank reconciliations for November and December 2021 and the payments report for December 2021**
The bank reconciliations and payments report was reviewed. **Action:** Finance officer to place a copy of the list of payments made each month in the internal checkers folder. A councillor queried staff expenses of £14.
- F.21.084** **To consider and agree grant applications from outside bodies**
Cllrs Bowman and Sztymiak left the room for this agenda item. It was RESOLVED to award a grant of £320 to Friends of the Earth on the condition that there should be no promotion of any political party at the event and this is to be confirmed to the Town Council in writing. Proposed by Cllr Brookes, seconded by Cllr Brennan.
- F.21.085** **To agree to earmark £2,510 from EMR Youth to Youth budget, £3,539 from EMR Street Furniture to Street Furniture & Clock, £6,394 from EMR Toilet Block Projects to Spring Gardens Projects and £3,074 from EMR CCTV to CCTV**
It was RESOLVED to approve the release of earmarked reserves. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.21.086** **To agree to vire £4,000 from Severn Ham Ancillary to Staffing Professional and £250 from Warwick Place Maintenance to Noticeboards**
It was RESOLVED to approve the virements. Proposed by Cllr Bowman, seconded by Cllr S Raywood.
- F.21.087** **To agree to pay Smiths Waste Management for commercial recycling services at the Watson Hall by monthly direct debit**
Item deferred.
- F.21.088** **To approve removal of and repairs to the Newtown ward ballast bin at a cost of £1,450**
Item deferred to E&A Committee and emergency plan to action.

There being no further business the meeting closed at 7:25pm.

Signature of Chairman upon approval of the minutes 3rd March 2022