

**MINUTES**  
*of the*  
**Finance Committee meeting held on 3rd March 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.21.089 To receive apologies**  
None.
- F.21.090 To receive declarations of interest**  
Cllr Danter re Mary P's on payments list (First Aid Training).
- F.21.091 To receive dispensations**  
None.
- F.21.092 To approve the approve the Minutes of the Finance Committee meeting held on 3rd February 2022**  
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd February 2022. Proposed by Cllr Brennan, seconded by Cllr Bowman.
- F.21.093 Matters arising from the Minutes of 3<sup>rd</sup> February 2022 – for information only.**  
21.082 **Copier contract** – Town Clerk to check two differing amounts over the year and confirm contract details.  
21.083 **Staff expenses** – The Town Clerk reported that the queried expenses related to re-usable candles.
- F.21.094 To receive correspondence relating to the Finance Committee**  
None.
- F.21.095 Public Participation**  
None.
- F.21.096 To review the budget and earmarked reserves reports**  
Review of the budget report was deferred due to the recent vires not being reflected in the report. The earmarked reserves report reviewed.
- F.21.097 To review the bank reconciliations and payments report for January 2022**  
The bank reconciliations and payments report for January 2022 were reviewed.
- F.21.098 To consider and agree grant applications from outside bodies**  
None.
- F.21.099 To consider and agree to apply for a debit card facility on the business account and to agree which members of staff should be authorised for this facility.**

It was agreed that a debit card facility should be made available in the name of the Town Clerk and Assistant Town Clerk. **Action:** Town Clerk to enquire whether a limit can be added to the facility and to check whether this would have any impact on transparency requirements.

**F.21.100 To note the year end work is planned for 28<sup>th</sup> April 2022**

This date was noted.

**F.21.101 To note the Service Level Agreement relating to the Welcome Back Fund with Tewkesbury Borough Council**

The Town Clerk reported that a Service Level Agreement is being prepared by the Legal Department at Tewkesbury Borough Council in relation to the Build Back Better funding that is to be passed to the Town Council for Residents' Weekend.

**F.21.102 To review the Risk Management Register**

Item deferred.

**F.21.103 To approve the payments list**

It was RESOLVED to approve payments totalling £10,148.37. Proposed by Cllr S Raywood, seconded by Cllr Bowman.

There being no further business the meeting closed at 7:15pm.

Signature of Chairman upon approval of the minutes ..... 4th April 2022