


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
MONDAY 4th APRIL 2022**

To: Members of Finance Committee: Councillors J Raywood (Chair), P Aldridge, K Brennan, H Bowman, C Danter, S Raywood and M Sztymiak

You are summoned to attend a meeting of the Finance Committee which will be held in the Town Hall, High Street, Tewkesbury, on **Monday 4th April 2022 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
30th March 2022

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Finance Committee meeting held on 3rd March 2022
5. Matters arising from the minutes of 3rd March 2022 – for information only
6. To receive correspondence relating to the Finance Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To review the Finance Committee budget report and the earmarked reserves report
9. To agree earmarked reserves and virements at the end of the financial year 2021/22
10. To review the bank reconciliations and payments report for February 2022
11. To consider and agree grant applications from outside bodies
12. To agree to appoint GAPTC as Internal Auditor for 2021/22
13. To receive a report from Cllrs Bowman and Brennan on the Q3 internal control checks
14. To approve the payments list

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 3rd 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 28th 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

Detailed Income & Expenditure by Budget Heading 30/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>120 Finance</u>							
1076 Precept	314,087	320,716	320,716	0			
1090 Interest Received	84	31	100	69			
1100 Grants & Donations Received	18	10,055	0	(10,055)			
Finance :- Income	314,189	330,802	320,816	(9,986)			0
4100 Professional Fees	1,678	250	2,000	1,750		1,750	
4150 Mayors Allowance	1,500	1,500	1,500	0		0	
4160 Bank Charges	156	437	80	(357)		(357)	
4170 Audit Fees	1,300	1,462	2,000	538		538	
4180 Legal Fees	4,781	693	10,000	9,307		9,307	
4190 Subscriptions & Memberships	3,036	2,996	4,000	1,004		1,004	
4195 Health & Safety	3	0	0	0		0	
4200 Insurance	6,444	6,970	7,000	30		30	
4210 Stationery Office Equipment	951	1,573	1,000	(573)		(573)	
4211 Contingency	0	0	6,000	6,000		6,000	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband (TC)	1,651	1,023	816	(207)		(207)	
4230 Photocopier	2,008	3,209	2,500	(709)		(709)	
4240 Website	600	549	450	(99)		(99)	
4250 IT	2,202	4,878	3,200	(1,678)		(1,678)	
4260 Publications	13	0	200	200		200	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	58	2,212	3,200	988		988	
4290 Regalia	0	0	400	400		400	
4300 Civic	282	713	1,000	287		287	
4310 Tourism & Marketing	0	1,372	1,000	(372)		(372)	600
4320 Town Crier	1,000	1,000	1,000	0		0	
4330 Grants Paid	17,110	8,178	10,000	1,822		1,822	
4350 Elections	0	0	1,000	1,000		1,000	
4360 Residents' Weekend	0	3,902	0	(3,902)		(3,902)	
4990 Sundries/Petty Cash	186	241	1,000	759		759	
Finance :- Indirect Expenditure	44,957	43,158	60,946	17,788	0	17,788	600
Net Income over Expenditure	269,232	287,644	259,870	(27,774)			
6000 plus Transfer from EMR	0	600					
Movement to/(from) Gen Reserve	269,232	288,244					

Detailed Income & Expenditure by Budget Heading 30/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	314,189	330,802	320,816	(9,986)			
Expenditure	44,957	43,158	60,946	17,788	0	17,788	
Net Income over Expenditure	<u>269,232</u>	<u>287,644</u>	<u>259,870</u>	<u>(27,774)</u>			
plus Transfer from EMR	0	600					
Movement to/(from) Gen Reserve	<u>269,232</u>	<u>288,244</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	11,240.00	-11,240.00	0.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 (Not In Use)	0.00		0.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	7,110.00	-640.00	6,470.00
326 EMR E&A Youth	6,615.00	-2,510.00	4,105.00
327 EMR Fin Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial *	5,557.73		5,557.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	3,074.00	-3,074.00	0.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	4,029.00	-4,029.00	0.00
333 EMR E&A Toilet Block Project	6,394.00	-6,394.00	0.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,000.00		2,000.00
336 EMR Fin Regalia	0.00		0.00
337 EMR Fin Website	2,160.00		2,160.00
338 EMR Fin Professional	0.00		0.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	3,000.00		3,000.00
341 EMR Fin Tourism & Marketing	1,474.00		1,474.00
342 EMR Fin Newsletter	500.00		500.00
343 EMR SH Weeding	3,000.00		3,000.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Carver Knowles	2,050.00		2,050.00
347 EMR Pla Comm. & Display	2,500.00	-1,194.00	1,306.00
348 EMR Pla Outreach Sessions	342.00		342.00
349 EMR B&M Moorings Projects	4,263.00		4,263.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Rd	2,433.00		2,433.00
352 EMR Insurance	1,556.00		1,556.00
353 EMR Shop Windows Project	3,890.00	-599.98	3,290.02
354 EMR TH Maintenance	5,831.00		5,831.00
355 EMR WH Projects	10,515.00		10,515.00
356 EMR WH Bar Equipment	1,619.00		1,619.00
357 EMR Museum Roof Project	18,750.00	-18,750.00	0.00
	<u>183,279.96</u>	<u>-48,430.98</u>	<u>134,848.98</u>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	28/02/2022		256,674.52
			<u>256,674.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			256,674.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			256,674.52
		Balance per Cash Book is :-	256,674.52
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	28/02/2022	51	112,107.42
			<u>112,107.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,107.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,107.42
		Balance per Cash Book is :-	112,107.42
		Difference is :-	0.00

List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Tesco Mobile	FEB 2022	22.98		Mobile phones
02/02/2022	Cellar Supplies Cheltenham Ltd	299439	313.45		Bar Stock
03/02/2022	Opus Gas Supply Limited	27074171	348.89		Town Hall Gas
05/02/2022	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
07/02/2022	Yu Energy	693294	599.94		Town hall electric
07/02/2022	HMRC	BACS	1,837.88		Tax/Ni Jan P10
07/02/2022	Gloucester County Council	BACS	1,892.76		Pensions Jan P10
08/02/2022	Inty Limited	00395466	96.18		Service charge
08/02/2022	Plastic Free Tewkesbury	2460	113.40		Plastic Free Tewkesbury grant
14/02/2022	Waterplus (Watson Hall Bar- 03	05772260	150.29		Bar water
14/02/2022	Yu Energy	704346	48.60		Glos Rd toilets
14/02/2022	Yu Energy	704347	211.71		Spring Gardens electric
14/02/2022	Yu Energy	704332	1,633.92		Town hall electric
14/02/2022	GAB	Std Ord	5,005.00		Contractor costs
15/02/2022	Armitage Building & Carpentry	1	200.00		TH Basement door repair
15/02/2022	Ian Bishop	2	4,500.00		Maintenance works TH, M, Clock
15/02/2022	Blue Moon Cleaning	3	170.00		Bus Shelter Cleaning
15/02/2022	Brunel Engraving Company	4	101.34		Memorial Bench Nameplate
15/02/2022	Clavell and Hind	5	180.00		bar stock
15/02/2022	Countrywide Grounds Maintenanc	6	227.59		February grass cutting
15/02/2022	Dormakaba	7	610.80		TH Annual maintenance
15/02/2022	GAPTC	8	40.00		Clerks Networking
15/02/2022	Gloucester Brewery	9	117.54		Bar Stock
15/02/2022	Greenfields Garden Services Lt	10	318.00		grass repairs
15/02/2022	Haywards Tewkesbury Ltd	11	163.16		Various
15/02/2022	Imex Data & Communications Lim	12	57.60		January Till maint
15/02/2022	Laithwaites Wine Gloucester Sh	13	256.62		bar stock
15/02/2022	LCM Flat Roofing	14	216.00		WH roof repair
15/02/2022	Packwood Printers Ltd	15	38.40		Weatherproof posters
15/02/2022	PAYROLLS UK LTD	16	56.40		Office payroll
15/02/2022	Ben Perry	17	1,300.00		Severn Ham work/ hay and seed
15/02/2022	Proactive Business Supplies Lt	18	85.15		Office supplies
15/02/2022	Rialtas Business Solutions Ltd	19	547.50		Assets inventory software
15/02/2022	SPA Security	20	180.00		Queen Alive Security
15/02/2022	Tewkesbury Garden Centre	21	210.00		Christmas Tree
15/02/2022	Wybone Limited	22	543.28		Litter Bin
15/02/2022	Jen King	BACS	3.00		Expense Claim
16/02/2022	Cellar Supplies Cheltenham Ltd	310650	248.90		bar stock
17/02/2022	Tewkesbury Friends of the Eart	2462	320.00		Grant Awarded
18/02/2022	Staff Salaries	BACS	7,020.56		Office Net Wages FEB P11
18/02/2022	Staff Salaries	BACS	1,007.95		Bar Net Wages FEB P11
21/02/2022	Digital Telecom Ltd	202213	49.80		Phones WH
21/02/2022	Digital Telecom Ltd	202345	76.50		monthly phones TH
21/02/2022	Charlton Networks	37201	105.54		January Charges
21/02/2022	Tommy Lewis Music	750	450.00		deposit - residents weekend
21/02/2022	NEST	DD	147.05		Pensions Feb P11
22/02/2022	Waterplus (PC Spring Gdns. - 0	05803575	120.70		Spring gardens Water

List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/02/2022	Cellar Supplies Cheltenham Ltd	332950	146.57		bar stock
23/02/2022	Petty Cash	2463	100.00		Petty Cash
24/02/2022	One Stop Promotions Ltd	257915	960.00		residents weekend - bunting
24/02/2022	Cartoon Circus Live	270322	480.00		Residents weekend show
26/02/2022	Siemens	DD	741.25		Photocopier lease
28/02/2022	Diversity Business Services Lt	4477	165.00		HR Retainer - January
28/02/2022	Opus Gas Supply Limited	27134128	532.52		WH gas
28/02/2022	Lloyds	BACS	32.44		Lloyds service charge FEB

Total Payments 35,172.16