

MINUTES
of the
**Finance Committee meeting held on 30th September 2021 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk), A Careless (Tewkesbury Library)

F.21.031 To receive apologies

None.

F.21.032 To receive declarations of interest

None.

F.21.033 To receive dispensations

None.

F.21.034 To approve the Minutes of the Finance Committee meeting held on 16th August 2021

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 16th August 2021. Proposed by Cllr Danter, seconded by Cllr Bowman.

F.21.035 Matters arising from the Minutes – for information only.

20.110 **Applying for a Lloyds Charge card** - online enquiry submitted - carry forward.

20.110 **Expenditure of legal advice for Watson Hall titles** - carry forward.

21.024 **Expenditure queries** – the Town Clerk advised members that the queried expenditure related to an error in posting the GAPTC subscription fee twice and that bank charges had increased significantly due to larger deposits at the bank.

21.028 – the Town Clerk distributed the guidance and this will be added to the Emergency Plan. **Action E&A committee to add.**

F.21.036 To receive correspondence relating to the Finance Committee

A letter of thanks had been received from Tewkesbury Boys Brigade for the community grant awarded.

F.21.037 Public Participation

None.

F.21.038 To consider and agree grant applications from outside bodies

Anne Careless from Tewkesbury Library had been invited along to give an overview of the background to the grant application from Tewkesbury Library. It was RESOLVED to award a grant of £780 to Tewkesbury Library. Proposed by Cllr Bowman, seconded by Cllr S Raywood.

The grant application from Plastic Free Tewkesbury was considered and further information is required in respect of the rationale behind a local website and whether this can be linked to a national website.

The grant application from Tewkesbury Battlefield Society was considered. It was RESOLVED to award a grant of £280 to Tewkesbury Battlefield Society. Proposed by Cllr Sztymiak, seconded by Cllr Brennan.

F.21.039 To review the finance reports and bank reconciliations for August 2021

The reports were reviewed.

A query was raised in respect of expenditure against Tourism and Marketing, Watson Hall projects and bar equipment codes. It was also noted that the public toilet business rates refunds should be moved to an income code. **Action:** Town Clerk to check this expenditure and report back to the next committee meeting and to arrange for the business rates refund to be moved.

The bank reconciliation report for the 32 day notice account was not reviewed.

Action: 32 day notice account reconciliation for August 2021 to be added to the next agenda.

F.21.040 To review the earmarked reserves report

The report was reviewed.

F.21.041 To note the Internal Audit Report for 2020/21

The Town Clerk advised the AGAR Internal Audit Report had been added to the pack rather than the internal report. Accordingly, this matter was deferred to the next meeting.

F.21.042 To note the External Auditor Report and Certificate for 2020/21

The External Auditor Report and Certificate for 2020/21 was noted.

F.21.043 To consider budget requirements for 2022/23 and the forward budget

The draft committee budget requirements for 2022/23 and the forward budget were discussed and agreed.

F.21.044 To agree the payments list

It was RESOLVED to approve the payments list totalling £26,386.10.

Proposed by Cllr Bowman, seconded by Cllr S Raywood.

There being no further business the meeting closed at 7.59pm.

Signature of Chairman upon approval of the minutes 21st October 2021