

MINUTES
of the
**Finance Committee meeting held on 4th April 2022 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

- F.21.103 To receive apologies**
Cllr Aldridge.
- F.21.104 To receive declarations of interest**
Cllr Danter in relation to the grant application from Tewkesbury Big Weekend.
- F.21.105 To receive dispensations**
None.
- F.21.106 To approve the Minutes of the Finance Committee meeting held on 3rd March 2022**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd March 2022. Proposed by Cllr Bowman, seconded by Cllr Brennan.
- F.21.107 Matters arising from the Minutes of 3rd March 2022 – for information only.**
21.082 Copier contract – contract has approximately one year left to run.
21.099 Applying for a debit card – to be added to next agenda with limits for use to be set and reflected in Financial Regulations at next review.
21.102 Review of Risk Management Register – deferred until bar audit position has been clarified.
- F.21.108 To receive correspondence relating to the Finance Committee**
None.
- F.21.109 Public Participation**
None.
- F.21.110 To review the Finance committee budget report and earmarked reserves report**
The reports were reviewed. The Town Clerk reported that the remaining earmarked reserve for planning outreach cannot be released currently as there is some electrical work that needs to be undertaken following installation.
- F.21.111 To agree earmarked reserves and virements at the end of the financial year 2021/22**
Legal Fees 4180 - earmark amount remaining at end of the financial year to EMR Legal 339
Newsletter 4270 – earmark ££1,000 to EMR 342 Newsletter
Grants Paid 4330 – earmark £1,822 to new EMR Community Grants
Elections 4350 – earmark £1,000 to EMR 340 Elections

It was RESOLVED to approve the earmarked reserves. Proposed by Cllr Danter, seconded by Cllr S Raywood.

F.21.112 To review the bank reconciliations and payments report for February 2022

The bank reconciliations and payments report were reviewed.

F.21.113 To consider and agree grant applications from outside bodies

It was RESOLVED to award a grant of £800 to Tewkesbury Big Weekend. Proposed by Cllr Sztymiak, seconded by Cllr Brennan.

F.21.114 To agree to appoint GAPTC as Internal Auditor for 2021/22

It was RESOLVED to appoint GAPTC as Internal Auditor for 2021/22. Proposed by Cllr Brennan, seconded by Cllr Bowman.

F.21.115 To receive a report from Cllrs Bowman and Brennan on the Q3 internal control checks

Item deferred.

F.21.116 To approve the payments list

It was RESOLVED to approve payments totalling £1,008.44. Proposed by Cllr S Raywood, seconded by Cllr Bowman.

There being no further business the meeting closed at 18:55.

Signature of Chairman upon approval of the minutes 26th May 2022