

**MINUTES**  
*of the*  
**Finance Committee meeting held on 26th May 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.22.001**      **To receive apologies**  
None.
- F.22.002**      **To receive declarations of interest**  
Cllr Aldridge in relation to the payments list, item 22.012.
- F.22.003**      **To receive dispensations**  
None.
- F.22.004**      **To approve the Minutes of the Finance Committee meeting held on 4th April 2022**  
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 4<sup>th</sup> April 2022. Proposed by Cllr Brennan, seconded by Cllr Danter.
- F.22.005**      **Matters arising from the Minutes of 4<sup>th</sup> April 2022 – for information only**  
**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.
- F.22.006**      **To receive correspondence relating to the Finance Committee**  
The Town Clerk reported that the Internal Audit report had been received and will be reviewed at the next meeting on 30<sup>th</sup> June.
- F.22.007**      **Public Participation**  
None.
- F.22.008**      **To review the financial reports and bank reconciliations of the Town Council for the year ended 31<sup>st</sup> March 2022**  
The reports were reviewed.
- F.22.009**      **To review the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2022**  
The reports were reviewed.
- F.22.010**      **To review the Accounting Statement for financial year 2021/22**  
The accounting statement was reviewed.
- F.22.011**      **To review the payments report for April 2022**  
The payments report was reviewed.

- F.22.012 To approve the payments list**  
It was RESOLVED to approve payments totalling £11,764.06. Proposed by Cllr Bowman, seconded by Cllr Brennan.
- F.22.013 To receive a report from Cllrs Bowman and Brennan on the Q3/Q4 internal control checks**  
Cllrs received an overview from Cllrs Bowman and Brennan. **Action:** Annual return breakdown to be added to checkers folder.
- F.22.014 To note the recent bar audit and stock figure of £2,958.11 at 31st March 2022**  
The Town Clerk reported that the bar audit had been undertaken in April and an adjustment had been made to achieve the stock figure for 31<sup>st</sup> March 2022. A counsellor queried the level of stock in the bar.
- F.22.015 To agree the recommendation to undertake quarterly bar audits for financial year 2022/23**  
It was agreed to undertake quarterly bar audit through 2022/23. Proposed by Cllr Bowman, seconded by Cllr Brennan. **Action:** new cost code to be created for bar audit.
- F.22.016 To consider and agree grant applications from outside bodies**  
It was RESOLVED to award a total of £200 to Prior's Park Neighbourhood Church. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- F.22.017 To review the Finance Risk Register**  
The finance risk register was reviewed.

There being no further business the meeting closed at 19:31.

Signature of Chairman upon approval of the minutes ..... 30th June 2022