

MINUTES
of the
**Finance Committee meeting held on 30th June 2022 at 9:00AM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

- F.22.018 To receive apologies**
Cllr Bowman.
- F.22.019 To receive declarations of interest**
Cllr S Raywood in relation to payment of the Mayor's allowance, item 22.027.
- F.22.020 To receive dispensations**
None.
- F.22.021 To approve the Minutes of the Finance Committee meeting held on 26th May 2022**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 26th May 2022. Proposed by Cllr Brennan, seconded by Cllr J Raywood.
- F.22.022 Matters arising from the Minutes of 26th May 2022 – for information only**
21.015 Quarterly bar audits – Finance Officer to create a cost code for this.
- F.22.023 To receive correspondence relating to the Finance Committee**
None.
- F.22.024 Public Participation**
None.
- F.22.025 To review the budget report and earmarked reserves report**
Create an income code for 64 BS fundraising
Query c.£10 from teas and coffees marathon to Town Hall garden income
Watson Hall doors and floors project income code
310 (510 refund) related to Watson Hall or something else.
- F.22.026 To review the bank reconciliations for April and May 2022 and payments report for May 2022**
The reports were reviewed.
- F.22.027 To approve the payments list**
It was RESOLVED to approve the payments list totalling £10,606.57. Proposed by Cllr Brennan, seconded by Cllr Aldridge.

F.22.028 To agree to apply for a debit card for the Town Clerk and Assistant Clerk on the Lloyds business account and to agree the limits for use
It was RESOLVED to apply for a debit card for the Town Clerk and Assistant Town Clerk. There will be a £250 limit or £500 on referral to the Finance Committee Chair. Proposed by Cllr J Raywood, seconded by Cllr Danter.

F.22.029 To review quotes for insurance for the Town Council from 1st July 2022 and to agree the preferred option
The insurance quotes were reviewed. It was RESOLVED to accept the quote from Hiscox Insurance at a cost of £15,155.10 and to enter into a three year rate arrangement. Proposed by Cllr Brennan, seconded by Cllr Aldridge.

Cllr Brennan left the meeting at this juncture.

F.22.030 To consider a proposal from Cllr Danter that the money in the budget for the buffet at Mayor Making that has not used, be added to our Grants budget or donated to Tewkesbury Food Bank, Priors Park Pantry, and the Salvation Army for their community work and/or their luncheon club
It was agreed that it is too early in the financial year to decide whether to agree to this proposal. Item will be added Finance committee agenda at the end of November/beginning of December.

F.22.031 To consider and agree grant applications from outside bodies
None.

F.22.032 To review the Internal Audit report for financial year 2021/22
Code of conduct – readopt existing
3.2 Risk Management – upload to website
3.3 Finance Committee
Update buildings on website
check 20/21 – 230
3.7 agenda item to investments – 32 day notice account. To review signatories
3.8 evidence from this meeting
4.1 budget on website - actioned
6.7 add agenda item to note exercise of public rights
7.1 already in existence – check
7.5 add to next agenda when appointing auditor

There being no further business the meeting closed at 10:22.

Signature of Chairman upon approval of the minutes 1st September 2022