

**MINUTES**  
*of the*  
**Finance Committee meeting held on 1st September 2022 at 6:00PM in the Town Hall,  
Tewkesbury**

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

**In attendance:** D Hill (Town Clerk)

**F.22.033 To receive apologies**

Karen Brennan - personal reasons.

**F.22.034 To receive declarations of interest**

None.

**F.22.035 To receive dispensations**

None.

**F.22.036 To approve the Minutes of the Finance Committee meeting held on 30th June 2022**

It was RESOLVED to approve the minutes of the Finance Committee meeting held on 30<sup>th</sup> June 2022, with one change to those present - J Raywood as S Raywood listed twice. Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

**F.22.037 Matters arising from the Minutes of 30<sup>th</sup> June 2022 – for information only**

**21.022**            **21.015** complete

**22.025**            64 Barton Street inc. complete

cf£10 teas etc carried forward

WH income code complete

310 £510 carried forward

**22.028**            application form complete – needs two signatories.

Town Council to clarify £500 referral – does this need to be two councillors?

**F.22.038 To receive correspondence relating to the Finance Committee**

The Town Clerk reported that payroll processing costs will be increasing from £2.50 per employee to £3. Correspondence has been received from the external auditor as an objection to the annual governance and accounting statements has been received from an elector in Tewkesbury Town Parish.

**F.22.039 Public Participation**

None.

**F.22.040 To review the budget report and earmarked reserves report**

The budget report and earmarked reserves report were reviewed.

Energy prices – provide an update on rates for our buildings.

Add breakdown of doors and floors project to committee when available.

- F.22.041**      **To agree the release of earmarked reserves 352 insurance, 353 shop windows project, 362 Tewkesbury Live Music Fest and to consider any virements**  
It was RESOLVED to agree the earmarked reserves. Proposed by Cllr Raywood, seconded by Cllr Bowman. No virements.
- F.22.042**      **To review the bank reconciliations and payments reports for June and July 2022**  
The bank reconciliations were reviewed except for the business account for June 2022 which will be reviewed at the next meeting. The payments reports were reviewed.  
**Action:** Town Clerk to look into expenditure on Severn Ham relating to the water trough.
- F.22.043**      **To approve the payments list**  
It was RESOLVED to approve payments list totalling £5,916.28. Proposed by Cllr Bowman, seconded by Cllr Aldridge.
- F.22.044**      **To consider and agree grant applications from outside bodies**  
Deferred to the next meeting.
- F.22.045**      **To receive an update from the Town Clerk on the external Audit and to note the dates for the exercise of public rights**  
The Town Clerk reported that all external audit documentation has been submitted. The committee noted that the dates for the exercise of public rights was 28<sup>th</sup> June – 8<sup>th</sup> August 2022.
- F.22.046**      **To receive the bar audit for Q1 2022/23**  
The bar audit report was received. The next audit is planned for the beginning of October. The Town Clerk reported that pricing was under review and also the cost of stock from suppliers was being reviewed.
- F.22.047**      **To review the asset register**  
The report was reviewed. **Action:** Town Clerk/Finance Officer to add the full asset report to the Internal Control checkers folder.
- F.22.048**      **To review bank accounts signatories**  
The signatories on the main account were reviewed and no changes are required. The Mayor’s charity account needs an additional signatory. **Action:** Town Clerk to arrange to add Cllr Bowman as a signatory.

There being no further business the meeting closed at 19:20.

Signature of Chairman upon approval of the minutes ..... 3<sup>rd</sup> November 2022