

## MINUTES

### *of the*

### Finance Committee meeting held on 2<sup>nd</sup> February 2023 at 6:00PM in the Town Hall, Tewkesbury

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

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

**F.22.084 To receive apologies**

None.

**F.22.085 To receive declarations of interest**

None.

**F.22.086 To receive dispensations**

None.

**F.22.087 To approve the Minutes of the Finance Committee meeting held on 5<sup>th</sup> January 2023**

It was RESOLVED to approve the minutes of the Finance Committee meeting held on 5<sup>th</sup> January 2023. Proposed by Cllr Brennan, seconded by Cllr Danter.

**F.22.088 Matters arising from the Minutes of 5<sup>th</sup> January 2023 – for information only**

**22.028 Debit card** - Assistant Town Clerk to be issued with debit card and internet access. Application forms being completed.

**22.048 Add Cllr Bowman as signatory to Mayor's Charity account** – to be deferred until after the election in May 2023

**22.060 Cost Centre for Tewkesbury Live** – complete

**Posh car boot sale** – the Town Clerk confirmed that income received from this event was £403. Expenditure (staff costs) totalled £378 leaving £25 to be transferred to the Mayor's Charity account.

**F.22.089 To receive correspondence relating to the Finance Committee**

None.

**F.22.090 Public Participation**

None.

**F.22.091 To review the budget report and earmarked reserves report**

The budget report and earmarked reserves reports were reviewed. The Town Clerk reported that the Town Council had received £1,000 funding for Warm Spaces and £1,000 funding for Tewkesbury Live both through Tewkesbury Borough Council.

**Action:** Town Clerk to check correct accounting treatment for the £500 portion of the Warm Spaces funding that relates to a contribution towards heating costs.

**F.22.092 To review the bank reconciliations and payments reports for December 2022**

The bank reconciliations and payments reports were reviewed. It was noted that there was reporting error with the reconciliation for the 32-day notice account.

**Action:** Town Clerk to raise with the Finance Officer and bring back to the next meeting.

**F.22.093**      **To approve the payments list**  
None.

**F.22.094**      **To receive an update from the Town Clerk in respect of the External Audit 2021/22**  
The Town Clerk reported that the auditor is awaiting an update on the future of the George Watson Memorial Hall and that a charity meeting will be held later in the month.

**F.22.095**      **To receive an update from the Town Clerk on the bar audit for Q3 2022/23**  
The Town Clerk reported that the audit for Q3 has been undertaken but that the report is awaited. This item will be brought back to the next meeting.

**F.22.096**      **To receive the report from the internal control checks for Q3 2022/23**  
Cllr Brookes reported that most issues that had been identified had been dealt with in the follow up meeting. Sample signatures are being compiled in the office to assist with the next check.

**F.22.097**      **To agree to vire £4,000 from 500 Severn Ham Ancillary Management ro 110 Staffing**  
It was RESOLVED to vire £4,000. Proposed by Cllr J Raywood, seconded by Cllr Brookes. Cllr Sztymiak voted against this motion.

**F.22.098**      **To consider and agree grant applications from outside bodies**  
None.

There being no further business the meeting closed at 7.02pm

Signature of Chairman upon approval of the minutes ..... 2nd March 2023