

**MINUTES**  
***of the***  
**Finance Committee meeting held on 11th April 2023 at 6:00PM in the Town Hall,**  
**Tewkesbury**

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

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

**F.22.112 To receive apologies**  
Cllr Aldridge and Cllr Brennan.

**F.22.113 To receive declarations of interest**  
Cllr Danter regarding item 22.125, grant applications.

**F.22.114 To receive dispensations**  
None.

**F.22.115 To approve the Minutes of the Finance Committee meeting held on 2<sup>nd</sup> March 2023**  
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 2<sup>nd</sup> March 2023. Proposed by Cllr Brookes, seconded by Cllr J Raywood.

**F.22.116 Matters arising from the Minutes of 2<sup>nd</sup> March 2023 – for information only**  
**Online banking** – application for access for Assistant Town Clerk has been submitted to Lloyds. ATC to follow up on this.  
**Debit card** - Debit card application form received and completed. Need to be signed by bank account signatories.  
**22.108 querying payments made to GK Engineering** - £6,642 Priors Court and St Mary's Road railing preliminary works and £4,237 Back of Avon emergency repair works.

**F.22.117 To receive correspondence relating to the Finance Committee**  
None.

**F.22.118 Public Participation**  
None.

**F.22.119 To review the budget report and earmarked reserves report**  
The budget report was reviewed. The Town Clerk highlighted committed expenditure under tourism & marketing is for the erection of bunting in the town (will be in time for the Coronation), moorings maintenance overspend relates to emergency repair works to the Back of Avon mooring, bus shelter overspend is due to having to pay upfront for the whole amount with 50% to be funded by Gloucestershire County Council on completion. As mentioned in previous meetings the income budget for the Town Hall was a stretch budget and will be slightly below this, whereas Watson Hall income is ahead of budget. Reinstatement expenditure on the Severn Ham is showing an overspend but income will be received to compensate from Severn Trent.

The earmarked reserves report was reviewed.

**F.22.120 To agree the earmarked reserves at the end of the financial year 2022/23 for the Finance and the Staffing committees**

**120 Finance**

4180 legal fees, £5,000 to EMR 339, 4280 events & services £482 to a new earmarked reserve and 4330 grants £622 to EMR 361.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

**110 Staffing**

4100 professional fees £5,237 to a new earmarked reserve and 4110 training £2,087 to a new earmarked reserve

Proposed by Cllr Danter, seconded by Cllr J Raywood.

Release 327 Asset Management Project £3,821.

Proposed by Cllr Brookes, seconded by Cllr Danter.

**F.22.121 To review the bank reconciliations for February 2023 and payments report for February 2023**

The bank reconciliations and the payments report were reviewed.

**F.22.122 To approve the payments list**

It was RESOLVED to approve the payments list totalling £42,401.85. Proposed by Cllr Danter, seconded by Cllr Brookes.

**F.22.123 To receive an update from the Town Clerk on the External Audit 2021/22**

The Town Clerk reported that the Town Council's responses to the objection have been submitted to the external auditor. The auditor has advised that a response should be received withing three months.

**F.22.124 To receive an update from the Town Clerk on the bar audit for Q3 2022/23**

The committee queried the -£747.87 total stock value figure. **Action:** Town Clerk to clarify with bar auditor.

**F.22.125 To consider and agree grant applications from outside bodies**

It was RESOLVED to award grants as follows:

BIG Weekend £800, proposed by Cllr J Raywood, seconded by Cllr Brookes.

TADS on Loan £120, proposed by Cllr Sztymiak, seconded by Cllr Bowman.

There being no further business the meeting closed at 19:22.

Signature of Chairman upon approval of the minutes ..... 27th April 2023