

MINUTES
of the
**Finance Committee meeting held on 27th April 2023 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

F.22.126 **To receive apologies**
None.

F.22.127 **To receive declarations of interest**
Cllr Brennan regarding item 22.138, TRI grant application.

F.22.128 **To receive dispensations**
None.

F.22.129 **To approve the Minutes of the Finance Committee meeting held on 11th April 2023**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 11th April 2023. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.22.130 **Matters arising from the Minutes of 11th April 2023 – for information only**

22.116 **Online banking** - Cllr Brennan coming into the office to contact Lloyds bank concerning online access for the Assistant Town Clerk.
Debit cards - Debit card forms signed and sent to Lloyds.

22.124 **Bar audit** - Correct stock figure £4,502.62. There was an erroneous date in the report that had impacted on the stock figure.
Action: Town Clerk to arrange a meeting with the bar auditor.

F.22.131 **To receive correspondence relating to the Finance Committee**
None.

F.22.132 **Public Participation**
A member of the public wished to raise a matter relating to declaration of staff interests, previously raised at Full Council. Cllr Aldridge objected to this being raised at this committee. It was noted that this needed responding to as soon as possible and that moving forwards such responses need to be speedier.

F.22.133 **To approve the payments list**
It was RESOLVED to approve the payments list totalling £20,058.56. Proposed by Cllr Brennan, seconded by Cllr J Raywood.
Post minute note – actual figure is +£240 as VAT was missed from a manually entered Woodberry invoice making the new total £20,298.56.

- F.22.134 To review the financial reports, bank reconciliations and earmarked reserves report for the financial year ended 31st March 2023**
The financial reports were reviewed. The Town Clerk pointed out that the year end general reserve figure has been impacted by the expenditure on High Street Heritage Action Zone grant funded projects.
- F.22.135 To agree to appoint GAPTC as internal auditor for financial year and 2022-23 and to note that GAPTC internal audit service is independent to Tewkesbury Town Council**
It was RESOLVED to appoint GAPTC as internal auditor and it was noted that GAPTC internal audit service is independent to Tewkesbury Town Council. Proposed by Cllr Aldridge, seconded by Cllr Danter.
- F.22.136 To review the Town Council’s reserves and investments as at 31st March 2023**
All earmarked reserves have been reviewed by each committee prior to year end on 31st March 2023. It was RESOLVED to transfer £85,000 to from the business account to the 32 day notice account. Proposed by Cllr Aldridge, seconded by Cllr Brookes.
Action: Town Clerk to arrange transfer via internet banking.
- F.22.137 To review and agree a new copier contract**
Deferred to Full Council. Clarify actual usage on existing copier.
- F.22.138 To consider and agree grant applications from outside bodies**
A grant application was considered from Western Area AETF.
Cllr Danter proposed a grant of £200. This was not seconded, therefore the motion was not carried. **Action:** Town Clerk to obtain further information on how the grant application is relevant to Tewkesbury Town and also to query why other funding hasn’t been obtained.
Cllr Brennan left the meeting.
A grant application was considered from Tewkesbury Rejuvenation Initiative.
It was RESOLVED to award a grant of £88.80. Proposed by Cllr Bowman, seconded by Cllr Brookes.

There being no further business the meeting closed at 19:49.

Signature of Chairman upon approval of the minutes 5th June 2023