

MINUTES
of the
**Finance Committee meeting held on 5th June 2023 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk), Cllr Ash

F.23.001 To receive apologies

Cllr J Raywood

F.23.002 To receive declarations of interest

None.

F.23.003 To receive dispensations

None.

F.23.004 To approve the Minutes of the Finance Committee meeting held on 27th April 2023

It was RESOLVED to approve the minutes of the Finance Committee meeting held on 27th April 2023. Proposed by Cllr Brookes, seconded by Cllr Bowman.

F.23.005 Matters arising from the Minutes of 27th April 2023 – for information only

22.116 Online banking - Assistant Town Clerk now has access to online banking – complete.

Debit cards – now arrived – complete

22.124 Bar audit – meeting with Bar Auditor has been arranged for 13th June at 3pm. Cllrs Brookes, Sztymiak and Jones to attend the meeting.

22.136 Transfer from business account to 32 day notice account - complete

F.23.006 To receive correspondence relating to the Finance Committee

None.

F.23.007 Public Participation

None.

F.23.008 To approve the payments list

It was RESOLVED to approve payments totalling £14,838.56. Proposed by Cllr S Raywood, seconded by Cllr Jones.

F.23.009 To review the financial reports and bank reconciliations of the Town Council for April 2023

The financial reports were reviewed and the bank reconciliations were reviewed and checked against the bank statements.

F.23.010 To review the payments report for April 2023

The payments report was reviewed. There was a query regarding number of slats purchased for benches and surveys of Town Hall and Watson Hall due to transaction detail specifying Watson Hall only. **Action:** Town Clerk to investigate these queries.

F.23.011 To review the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2023

Item deferred to Full Council on 12th June 2023.

F.23.012 To review the Accounting Statement for financial year 2022/23

Item deferred to Full Council on 12th June 2023.

F.23.013 To receive an update on the external audit for financial year 2021/22

The Town Clerk reported that the external audit for 2021/22 was now complete and that the certificate had been received and published as required. The except for items raised by the Auditor all relate to the accounting and treatment of the Watson Hall. It was noted that the item relating to the re-stating of the figures was disappointing, given that the information regarding the issues in opening a separate bank account for the Watson Hall had been supplied to the auditors over the last few years.

F.23.014 To receive a report from Cllrs Bowman and Brookes 2022/23 Q4 internal control checks

Cllrs Bowman and Brookes reported that Q4 checks have been completed. Their report was reviewed and it was agreed to add review of assets to the next Full Council meeting agenda. **Action** Town Clerk to add to 12th June agenda.

F.23.015 To consider and agree grant applications from outside bodies

All England Theatre application – no grant awarded but the committee would be supportive of a future application made in advance of the event so that advertising opportunities could be maximised. It was suggested that the Watson Hall could be offered as a possible venue. Excellent reports back from Councillors who attended the event. **Action:** Town Clerk to feedback to grant applicant.

There being no further business the meeting closed at 19:32.

Signature of Chairman upon approval of the minutes 3rd July 2023