

MINUTES
of the
**Finance Committee meeting held on 3rd July 2023 at 6:00PM in the Town Hall,
Tewkesbury**

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

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

F.23.016 To receive apologies
Cllr H Bowman

F.23.017 To receive declarations of interest
None.

F.23.018 To receive dispensations
None.

F.23.019 To approve the Minutes of the Finance Committee meeting held on 5th June 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 5th June 2023. Proposed by Cllr Brookes, seconded by Cllr Sztymiak.

F.23.020 Matters arising from the Minutes of 5th June 2023 – for information only
23.010 Payments report queries – Town Clerk confirmed seven slats were purchased for bench repairs and that the Town Hall Foster Surveys (measured survey) invoice was for £2,475 and the Watson Hall Foster Surveys (measured survey) invoice was for £3,295 – complete.
23.015 Feedback to grant applicant – Town Clerk has had a phone conversation with the grant application contact and followed up with an email – complete.

F.23.021 To receive correspondence relating to the Finance Committee
None.

F.23.022 Public Participation
None.

F.23.023 To approve the payments list
It was RESOLVED to approve payments totalling £14,214.85. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.23.024 To review the financial reports and bank reconciliations of the Town Council for May 2023
The Town Clerk explained that the invoice for PKF Littlejohn invoice needs to be journalled to 4170 Audit fees.
HAZ expenditure – the final claim for HAZ related expenditure is to be submitted to Tewkesbury Borough Council by the end of July.

A Councillor queried the Watson Hall income £2,391 vs bar income and income from what type of event. **Action:** Town Clerk to provide a breakdown of these figures at the next meeting.

F.23.025 To review the payments report for May 2023

Deferred to the next meeting.

F.23.026 To review the internal audit report for 2022/23 and to note recommended actions

- 1.1 Standing Orders – to be reviewed at Full Council
- 1.3 Grants Policy – amend review date
- 3.2 Risk Register – additional risks (Finance Risk Register already in place) to be reviewed at a future Finance Committee meeting and may need to roll out to other committees
- 6.7 Date for exercise of public rights – noted at this Finance Committee meeting as being Monday 3rd July to Friday 11th August 2023
- 7.1 GDPR policy for staff already in place. Review for councillors.

F.23.027 To note dates for the exercise of public rights for 2022/23 is 30th June to 10th August 2023

The Town Clerk advised that the final date was Monday 3rd July to Friday 11th August.

F.23.028 To receive an update from the bar audit working group

Cllrs Brookes, Cllr Sztymiak and Cllr Jones, the Bar Auditor and Town Clerk met to discuss the last bar audit.

Gross profits – to be reviewed, Town Council awaiting report.

Look at manual stock adjustments – for any items identified.

F.23.029 To consider and agree grant applications from outside bodies

None.

There being no further business the meeting closed at 18:50.

Signature of Chairman upon approval of the minutes 29th Aug 2023