

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

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

In attendance: D Hill (Town Clerk)

F.23.046 To receive apologies
Cllr P Jones

F.23.047 To receive declarations of interest
None.

F.23.048 To receive dispensations
None.

F.23.049 To approve the Minutes of the Finance Committee meeting held on 29th August 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 29th August 2023 subject to the small typo on 23.042 being amended. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.23.050 Matters arising from the Minutes of 29th August 2023 – for information only
23.024 Breakdown of events at Watson Hall generating higher income levels – the Town Clerk advised that the event date queried was 19th August 2023 – complete.
23.028 Bar audit - new bar auditor to be appointed at a cost of £175 per visit.
23.037 Insurance claim for moorings damage - to be considered by Buildings & Moorings Committee – complete.
23.038 Journal – temporary staff expenditure coded to 120 4100 finance profession to be journalled to 110 4100 staffing professional - carried forward.
23.038 EMR 220 4450 Town Hall maintenance – this relates to expenditure on the display screen in the court room. Town Clerk and Finance Officer checking this has been actioned in the system correctly – carried forward.
23.045 Tewkesbury Live update - carried forward.

F.23.051 To receive correspondence relating to the Finance Committee
None.

F.23.052 Public Participation
None.

F.23.053 To approve the payments list
It was RESOLVED to approve payments totalling £11,752.80. Proposed by Cllr Brookes, seconded by Cllr Moran.

F.23.054 To review the financial reports and bank reconciliations of the Town Council for August and September 2023

The reports were reviewed.

The distribution of funds from collection buckets for the Christmas Lights was queried. **Action:** Town Clerk to clarify.

Cllr Danter to look at expenditure coded to 200 4450 moorings maintenance and check whether some should be journalled to 200 4480 moorings projects. The Precept has now been received in full.

The bank reconciliations were reviewed.

F.23.055 To review the payments report for August and September 2023

The payments report was reviewed.

Three payments were queried; £3,300 Engineering Consultancy Services – 31/8/23, redacted £100 on 31/8/23 and 19/9/23. **Action:** Town Clerk to clarify at next meeting.

F.23.056 To agree the budget for 2024/25 and to agree the forward budget

The budget for 2024/25 was reviewed against the budget for the previous year and the current year to date position and the draft budget for 2024/25 was agreed. The forward budget was not set due to the current unpredictable economical situation and cost of living crisis.

Cllr J Raywood left the meeting.

F.23.057 To agree to pay Countrywide Grounds Maintenance by monthly standing for £211

It was RESOLVED to pay Countrywide Grounds Maintenance by monthly standing order. Proposed by Cllr S Raywood, seconded by Cllr Bowman.

F.23.058 To consider and agree grant applications from outside bodies

Air Ambulance - £100 and offer of use of Town Hall for fundraising purposes.

Proposed by Cllr Bowman, seconded by Cllr Brookes.

Alley Revival - £600, proposed by Cllr Sztymiak, seconded by Cllr Brookes.

F.23.059 To receive a report from the Internal control checkers for Q2 2023/24

Cllr Brookes reported that these had been the best checks so far.

Tewkesbury Live – to go to Finance Committee for final position.

Bank Statements – now initialled.

F.23.060 To agree to appoint GAPTC as Internal Auditor for financial year 2023-24

It was RESOLVED to appoint GAPTS as internal auditor for 2023/24. Proposed by Cllr Bowman, seconded by Cllr Brookes.

There being no further business the meeting closed at 19:55.

Signature of Chairman upon approval of the minutes 8th January 2024