

**MINUTES of  
the  
Finance Committee meeting held on 26th February 2024 at 6:00PM in the Town Hall,  
Tewkesbury**

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

**In attendance:** Cllr Cody, D Hill (Town Clerk)

**F.23.783 To receive apologies** None.

**F.23.784 To receive declarations of interest**  
Cllr Sztymiak re payments list as a member of Friends of the Earth

**F.23.785 To receive dispensations** None.

**F.23.786 To approve the minutes of the Finance Committee meetings held on 8<sup>th</sup> January 2024**  
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 8<sup>th</sup> January 2024. Proposed by Cllr Brookes, seconded by Cllr J Raywood.

**F.23.787 Matters arising from the minutes of 8th January – for Information only**  
**23.054 Moorings maintenance and projects breakdown** – Cllr Danter to review  
**23.064 Power to spend relating to religious buildings** – The Town Clerk had circulated L02-23 | POWER TO FUND WORKS TO PROPERTY RELATING TO AFFAIRS OF THE CHURCH OR HELD FOR AN ECCLESIASTICAL CHARITY (ENGLAND ONLY) which clarifies the power to spend – complete  
**23.078 Neighbourhood Development Plan** – The Town Clerk reported that the monies from account closure have been journalled to miscellaneous income under the Planning Committee - complete. The Town Clerk updated the committee that the Community & Place Development Officer at Tewkesbury Borough Council has confirmed that the £500 grant will not have to be repaid – complete.  
**23.078 Breakdown of Mayor's Chrity funds** – The Town Clerk has circulated the breakdown to committee members – complete.  
**23.078 HSHAZ income and expenditure** – Town Clerk and Finance Officer looking into discrepancy which is believed to relate to year end work from 2022/23 – carried forward.  
**23.079 Payment clarification** – The Town Clerk clarified that the queried payment related to a partial refund of hall hire for the Vegan Fayre – complete.  
**23.080 Change of code name** – wording 'TTC' added to code 600 1830 – complete.  
**23.080 Review of Watson Hall income by B&M Committee** – this will be added as an agenda to the meeting being held on 5<sup>th</sup> March – complete.  
**23.081 Tewkesbury Live ledger report to be circulated** – carried forward as error in report circulated.

**F.23.788 To receive correspondence relating to the Finance Committee** None.

- F.23.789**      **Public Participation** None.
- F.23.790**      **To approve the payments list**  
It was RESOLVED to approve payments totalling £85,161.73. Proposed by Cllr Jones, seconded by Cllr J Raywood.
- F.23.791**      **To review the financial reports and bank reconciliations of the Town Council for December 2023 and January 2024**  
The reports and bank reconciliations were reviewed.  
A Councillor queried grant income relating to new bins under 340 Outside Spaces. The Town Clerk confirmed that the grant funding had been received. **Action:** Town Clerk to look into how this has been entered onto Omega.
- F.23.792**      **To review the payments report for December 2023 and January 2024**  
The payments report was reviewed. A query was raised over the new radios bought for the Watson Hall and whether these could be used for Emergency situations. The Clerk reported that these were specifically for use by staff when the bar is busy and probably not to the level required for use in an emergency across town. A query was also raised over the payment for a new energy certificate. The Town Clerk reported that this was produced to be able to apply for grant funding as it was a requirement to have a certificate issued within the last two years.
- F.23.793**      **To review the Q3 internal control checks report**  
Cllr Brookes reported that all had been satisfactory and that all information required had been supplied. Cllr Brookes asked for thanks to be passed on to the Finance Officer and office team.
- F.23.794**      **To note the recent bar stocktake and planned audit for Q4 2023-24**  
The Town Clerk advised that a stocktake for Q3 had been completed and that an audit for Q4 is planned for the beginning of April. This will provide the stock figure for financial year end and also provide an audit report.
- F.23.795**      **To consider and agree grant applications from outside bodies**  
It was RESOLVED to award a grant of £59 to Tewkesbury Civic Society. Proposed by Cllr Danter, seconded by Cllr J Raywood.  
It was RESOLVED to award a grant of £354 to Insight Gloucestershire. Proposed by Cllr Sztymiak, seconded by Cllr Danter.  
The committee noted that these grant awards have used all grant budget for 2023/24 and the amount held in earmarked reserves.  
**Action:** Release of earmarked reserve to be added to the next agenda.

There being no further business the meeting closed at 18:55.

Signature of Chairman upon approval of the minutes .....