

**MINUTES of
the
Finance Committee meeting held on 29th April 2024 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk) and one member of the public

- F.23.096 To receive apologies**
Cllrs Bowman and Brookes.
- F.23.097 To receive declarations of interest**
Cllr Danter re 23.108 – Big Weekend grant application.
- F.23.098 To receive dispensations**
None.
- F.23.099 To approve the minutes of the Finance Committee meetings held on 26th February 2024**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 26th February 2024 subject to small amendments being made – add ‘a’ to charity and check numbering. Proposed by Cllr Jones, seconded by Cllr J Raywood.
- F.23.100 Matters arising from the minutes of 26th February – for Information only**
23.078 HSHA income and expenditure – this will be picked up in the year end work
23.081 Tewkesbury Live ledger report to be circulated – complete
- F.23.101 To receive correspondence relating to the Finance Committee**
None.
- F.23.102 Public Participation**
None.
- F.23.103 To approve the payments list**
It was RESOLVED to approve payments totalling £23,688. Proposed by Cllr S Raywood, seconded by Cllr Danter. It was also RESOLVED to approve payments totalling £5,855. Proposed by Cllr J Raywood, seconded by Cllr Jones.
- F.23.104 To review the financial reports and bank reconciliations of the Town Council for February and March 2024**
The reports and bank reconciliations were reviewed.
£1,600 overspend due to additional overspend on PAYE/NI and Pension due to 13 months paid in this financial year.
- F.23.105 To review the payments report for February and March 2024**
Deferred.

- F.23.106** **To agree to release £22 from EMR 361 to 120 4330 community grants**
It was RESOLVED to agree. Proposed by Cllr Jones, seconded by Cllr Moran.

- F.23.107** **Agree any vires, movement of existing earmarked reserves and new earmarked reserves for the Finance Committee and Staffing Committee**
It was RESOLVED to agree. Proposed by Cllr S Raywood, seconded by Cllr Jones.
Action: Town Clerk to Forward budget 24/25 to committee members.

- F.23.108** **To note the recent bar audit for Q4 2023-24 and final stock figure of £4,333.91**
The bar audit and final stock figure were noted. Some recommendations have been made and will be implemented and reviewed at the Q1 stocktake in 2024/25.

- F.23.109** **To note the conclusion of the external audit for 2022/23 and to note action to be taken**
The Town Clerk reported that there were two except for items. The final report and certificate and have been published in line with requirements.

- F.23.110** **To review the internal audit report for financial year 2023/24**
1.4 expenditure
2.3 on agenda
3.1 Town Council on insurance schedule
3.3 Town Council to action
4.2 Finance committee to review general reserve
6.6 recommend publishing internal audit certificate. Consider whether signatures need to be redacted.
7.5 to add detail

- F.23.111** **Review of direct debits and standing orders**
The direct debits and standing orders were reviewed.

- F.23.112** **To note GAPTC subs for 2024/25 of £2,646.63 (discounted by £223.08)**
GAPTC subscription rates for 2024/25 were noted.

- F.23.113** **To consider and agree any resolutions for proposal to GAPTC AGM to be held in July 2024**
None.

- F.23.114** **To consider and agree grant applications from outside bodies**
 - BIG weekend deferred to Full Council
 - Priors Park Community Church £450 approved - proposed by Cllr Moran, seconded by Cllr S Raywood.

There being no further business the meeting closed at 20:00.

Signature of Chairman upon approval of the minutes 3rd June 2024