

**MINUTES of
the
Finance Committee meeting held on 3rd June 2024 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

- F.24.001 To receive apologies**
K Moran
- F.24.002 To receive declarations of interest**
Cllr Hayes – item 24.019 relating to the pub singers
- F.24.003 To receive dispensations**
None
- F.24.004 To approve the minutes of the Finance Committee meetings held on 29th April 2024**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 29th April 2024. Proposed by Cllr J Raywood, seconded by Cllr Danter
- F.24.005 Matters arising from the minutes of 29th February – for Information only**
23.107 Circulation of forward budget – complete. **Action:** paper copy for Cllr Sztymiak and upload to the website.
- F.24.006 To receive correspondence relating to the Finance Committee**
None
- F.24.007 Public Participation**
None
- F.24.008 To approve the payments list**
It was RESOLVED to approve payments totalling £3,974.86. Proposed by Cllr Danter, seconded by Cllr Brookes
- F.24.009 To review the financial reports and bank reconciliations of the Town Council for April 2024**
The reports and bank reconciliations were reviewed.
Action: details of peak hall hire and associated bar income to be circulated to members of the committee to date in 2024/25.
- F.24.010 To review the payments report for February, March and April 2024**
The payments report was reviewed.
Action: £1,360 GK Engineering – clarify what this expenditure relates to

- F.24.011 To review the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2024**
 The Balance Sheet and Income & Expenditure Account were reviewed.
- F.24.012 To review the Accounting Statement for financial year 2023/24**
 The Accounting Statement was reviewed.
- F.24.013 To note the insurance renewal for July 2024**
 The insurance renewal was noted, being the final year of a three year agreement through Gallagher.
- F.24.015 To receive the asset register report**
 The report was received. **Action:** check insurance amounts for furniture and fittings and pictures, regalia and artifacts.
- F.24.016 To agree the installation of an OWL streaming system for the Council Chamber at a cost of around £3,500**
 It was RESOLVED to agree the installation of the OWL system. Proposed by Cllr P Brookes, seconded by Cllr J Raywood
- F.24.017 To agree to release Tewkesbury Live earmarked reserve 362**
 It was RESOLVED to agree the release of the earmarked reserve. Proposed by Cllr P Brookes, seconded by Cllr J Raywood.
- F.24.018 To receive a report from the internal control checkers for Q4 2023/24**
 Deferred to July 2024 meeting
- F.24.019 To consider and agree grant applications from outside bodies**
 It was RESOLVED to award the following grants:
Bookworm - £320 - proposed by Cllr Danter, seconded by Cllr Brookes
Tewkesbury Pub Singers - £250 - proposed by Cllr J Raywood, seconded by Cllr Brookes. Cllr Danter proposed an amendment to £500, but this was not seconded and therefore not carried.
- F.24.020 To review the Financial Risk register**
 Deferred to a future meeting.

There being no further business the meeting closed at 18:58

Signature of Chairman upon approval of the minutes 1st July 2024