

**MINUTES of
the**

Finance Committee meeting held on 1st July 2024 at 6:00PM in the Town Hall, Tewkesbury

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

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

- F.24.035 To receive apologies**
None.
- F.24.036 To receive declarations of interest**
None.
- F.24.037 To receive dispensations**
None
- F.24.038 To approve the minutes of the Finance Committee meetings held on 1st July 2024**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 1st July 2024. Proposed by Cllr Brookes, seconded by Cllr Hayes.
- F.24.039 Matters arising from the minutes of 1st July – for Information only**
24.030 Grant application from Pride in Tewkesbury – breakdown of the £800 request obtained and referred to Full Council - complete.
- F.24.040 To receive correspondence relating to the Finance Committee**
The Town Clerk reported that Annual Return and associated documents had been received by the external auditors.
- F.24.041 Public Participation**
None
- F.24.042 To review the financial reports to 31st July 2024 and bank reconciliations of the Town Council for June and July 2024**
The reports and bank reconciliations were reviewed.
Action: expenditure relating to purchase of defibrillators coded to 120 4390, need to be moved to E&A cost centre.
It was noted the expenditure under Mayor’s Charity account relates to 2023/24 financial year.
- F.24.043 To review the payments report for June and July 2024**
The payments report was reviewed.
- F.24.044 To approve the payments list**
It was RESOLVED to approve payments totalling £4,491.98. Proposed by Cllr Danter, seconded by Cllr J Raywood.
Post meeting note: subsequent to approving the payments list it was noted that there was an error on the amount of the invoice from Tewkesbury Rugby Club. The

correct amount should be £630, not £636.25. Accordingly the total payments made was reduced by £6.25.

F.24.045 To receive an update from the Town Clerk on the current financial situation with regards to Tewkesbury Live 2024 income and expenditure

The Town circulated a report showing the current and projected income and expenditure for Tewkesbury Live. The report was noted.

Action: Town Clerk to add an update to the November agenda.

F.24.046 To approve payments relating to Tewkesbury Live 2024

It was RESOLVED to approve payments totalling £25,900 relating to Tewkesbury Live 2024 and to approve expenditure of £3,500 to Spa Security. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.24.047 To consider and agree grant applications from outside bodies

None.

F.24.048 To receive a report from the internal control checkers

Cllr Brookes reported that there will be a meeting on 10th and 11th September.

Action: Town Clerk to add this item to the next agenda.

F.24.049 Review of finance risk register

The finance risk register was reviewed. Next reviewed scheduled for September 2025.

There being no further business the meeting closed at 19:05

Signature of Chairman upon approval of the minutes 4th November 2024