


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
MONDAY 1st SEPTEMBER 2025**

To: Members of Finance Committee: Councillors A Hayes (Chair), E Ash, P Brookes, C Danter, J Jones, K Moran, J Raywood, S Raywood and M Sztymiak

You are summoned to attend a meeting of the Finance Committee which will be held in the Town Hall, High Street, Tewkesbury, on **Monday 1st September 2025 commencing at 5.00pm**

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
27th August 2025

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Finance Committee meeting held on 26th June 2025
5. Matters arising from the minutes of 26th June – for information only
6. To receive correspondence relating to the Finance Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To review the financial reports and bank reconciliations of the Town Council for May, June and July 2025
9. To review the payments report for May, June and July 2025
10. To review the internal audit report and report findings to Full Council meeting on 8th September
11. To note the dates for the exercise of public rights for 2024/25 from 26th June to 6th August 2025
12. To consider and agree grant applications from outside bodies, including the application from Tewkesbury in Bloom delegated from Full Council held on 16th June 2025

- 13.** To retrospectively approve Tewkesbury Live expenditure for bands totalling £29,7844.25 (noting that in 2025 the split is 75%/25% between the venues and Tewkesbury Town Council), A Star Traffic Management £3,001.36 and Spa Security £3,500
- 14.** To approve the migration of Omega data and backups to a Cloud based system provided by Rialtas (due to obsolete Windows equipment following non-support of Windows 10 from 14th October 2025) and any other associated costs with the software obsolescence
- 15.** To review the financial risk register

**MINUTES of
the
Finance Committee meeting held on 26^h June 2025 at 5:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

F.25.016 To receive apologies
None.

F.25.017 To receive declarations of interest
None.

F.25.018 To receive dispensations
None.

F.25.019 To approve the minutes of the Finance Committee meeting held on 9th June 2025
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 9th June 2025. Proposed by Cllr Danter, seconded by Cllr Moran.

F.25.020 Matters arising from the minutes of 9th June – for information only
24.092 Alarm battery replacement at 64 BS – job sheet to be circulated to committee members – complete.
25.014 Transfer £200,000 to 32 day notice account – complete.

F.25.021 To receive correspondence relating to the Finance Committee
None.

F.25.022 Public Participation
None

F.25.023 To agree the Council's insurance cover effective from 1st July 2025 and long term agreement if applicable
The committee considered the insurance cover quotes. It was RESOLVED to instruct Clear Councils at a cost of £17,472.96. Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

There being no further business the meeting closed at 17:33

Signature of Chairman upon approval of the minutes 1st September 2025

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Finance						
<u>120 Finance</u>						
1076 Precept	265,784	531,567	265,784			
1090 Interest Received	3,105	5,500	2,395			
1100 Grant Income	380	0	(380)			
Finance :- Income	269,268	537,067	267,799			0
4100 Professional Fees	17	1,000	983		983	
4150 Mayors Allowance	1,500	1,500	0		0	
4160 Bank Charges	191	850	659		659	
4170 Audit Fees	(1,320)	2,500	3,820		3,820	
4180 Legal Fees	1,170	6,000	4,830		4,830	
4190 Subscriptions & Memberships	2,976	3,500	524		524	
4200 Insurance	0	20,000	20,000		20,000	
4210 Stationery Office Equipment	131	1,200	1,069		1,069	
4220 Telephone & Broadband (TC)	844	1,200	356		356	
4230 Photocopier	1,107	2,800	1,693		1,693	
4240 Website	227	900	673		673	
4250 IT	4,968	7,000	2,032		2,032	
4260 Publications	0	100	100		100	
4270 Newsletter	419	500	81		81	
4280 Events & Services	0	1,500	1,500		1,500	
4290 Regalia	0	1,000	1,000		1,000	
4300 Civic	1,028	1,000	(28)		(28)	
4310 Tourism & Marketing	1,078	2,000	923		923	
4320 Town Crier	1,000	1,000	0		0	
4330 Community Grants	5,630	9,000	3,370		3,370	
4350 Elections	0	1,000	1,000		1,000	
4390 Grant Expenditure	0	400	400		400	
4990 Sundries/Petty Cash	220	0	(220)		(220)	
Finance :- Indirect Expenditure	21,185	65,950	44,765	0	44,765	0
Net Income over Expenditure	248,083	471,117	223,034			
<u>130 Mayor's Charity</u>						
1200 Mayor's Charity Income	110	0	(110)			
Mayor's Charity :- Income	110	0	(110)			0
Net Income	110	0	(110)			

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
140 Tewkesbury Live						
1100 Grant Income	950	0	(950)			
1120 Tewkesbury Live Grants Receive	2,946	0	(2,946)			
1121 Tewkes Live Income	22,864	45,000	22,136			
Tewkesbury Live :- Income	26,760	45,000	18,240			0
4160 Bank Charges	140	0	(140)		(140)	
4370 Tewkesbury Live Expenditure	43,891	45,000	1,109		1,109	21,775
4390 Grant Expenditure	950	0	(950)		(950)	
4505 Fundraising	1,251	0	(1,251)		(1,251)	
Tewkesbury Live :- Indirect Expenditure	46,231	45,000	(1,231)	0	(1,231)	21,775
Net Income over Expenditure	(19,471)	0	19,471			
6000 plus Transfer from EMR	21,775	0	(21,775)			
Movement to/(from) Gen Reserve	2,304	0	(2,304)			
150 Christmas Lights						
1125 Christmas Lights Income	0	3,000	3,000			
Christmas Lights :- Income	0	3,000	3,000			0
4375 Christmas Lights	0	10,000	10,000		10,000	
4560 Electric	947	400	(547)		(547)	
Christmas Lights :- Indirect Expenditure	947	10,400	9,453	0	9,453	0
Net Income over Expenditure	(947)	(7,400)	(6,453)			
Finance :- Income	296,139	585,067	288,928			
Expenditure	68,364	121,350	52,986	0	52,986	
Net Income over Expenditure	227,775	463,717	235,942			
plus Transfer from EMR	21,775	0	(21,775)			
Movement to/(from) Gen Reserve	249,550	463,717	214,167			
Buildings						
160 Fundraising						
4505 Fundraising	1,172	4,000	2,828		2,828	
Fundraising :- Indirect Expenditure	1,172	4,000	2,828	0	2,828	0
Net Expenditure	(1,172)	(4,000)	(2,828)			

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
210 64 Barton Street						
4195 Health & Safety	0	860	860		860	
4390 Grant Expenditure	0	0	0		0	9,461
4450 Maintenance	1,423	30,000	28,577		28,577	
4505 Fundraising	380	0	(380)		(380)	
64 Barton Street :- Indirect Expenditure	1,803	30,860	29,057	0	29,057	9,461
Net Expenditure	(1,803)	(30,860)	(29,057)			
6000 plus Transfer from EMR	9,461	0	(9,461)			
Movement to/(from) Gen Reserve	7,658	(30,860)	(38,518)			
220 Town Hall						
1400 Garden Income	0	50	50			
1410 Town Hall Income	6,185	18,000	11,815			
Town Hall :- Income	6,185	18,050	11,865			0
4195 Health & Safety	315	1,000	685		685	
4450 Maintenance	5,314	25,000	19,686		19,686	
4460 Rates	1,459	5,000	3,541		3,541	
4550 Water	337	1,700	1,363		1,363	
4560 Electric	616	3,000	2,384		2,384	
4570 Gas	958	3,000	2,042		2,042	
4580 Garden Expenditure	254	400	146		146	
4590 Projects	6,350	25,000	18,650		18,650	
4595 Accessibility	0	15,000	15,000		15,000	
4960 Equipment	228	2,000	1,772		1,772	
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	15,831	81,300	65,469	0	65,469	0
Net Income over Expenditure	(9,646)	(63,250)	(53,604)			
230 War Memorial						
4450 Maintenance	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	0	1,000	1,000	0	1,000	0
Net Expenditure	0	(1,000)	(1,000)			
Buildings :- Income	6,185	18,050	11,865			
Expenditure	18,806	117,160	98,354	0	98,354	
Net Income over Expenditure	(12,621)	(99,110)	(86,489)			
plus Transfer from EMR	9,461	0	(9,461)			
Movement to/(from) Gen Reserve	(3,160)	(99,110)	(95,950)			
Environment & Amenities						

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
300 Play Parks						
4590 Projects	0	5,356	5,356	31,675	(26,319)	
4600 Maintenance - Derek Graham	212	2,000	1,788		1,788	
4610 Maintenance - Mitton	110	1,000	890		890	
4620 Maintenance - Warwick Place	6	1,500	1,494		1,494	
4630 Annual Playground Inspection	1,500	1,500	0		0	
Play Parks :- Indirect Expenditure	1,829	11,356	9,527	31,675	(22,148)	0
Net Expenditure	(1,829)	(11,356)	(9,527)			
310 Spring Gardens						
4450 Maintenance	635	3,000	2,365	151	2,213	
4550 Water	39	1,800	1,761		1,761	
4560 Electric	432	1,800	1,368		1,368	
4590 Projects	10,293	5,000	(5,293)	10,293	(15,585)	
Spring Gardens :- Indirect Expenditure	11,399	11,600	201	10,444	(10,242)	0
Net Expenditure	(11,399)	(11,600)	(201)			
320 Gloucester Road						
4450 Maintenance	0	1,750	1,750		1,750	
4550 Water	41	900	859		859	
4560 Electric	272	1,300	1,028		1,028	
Gloucester Road :- Indirect Expenditure	313	3,950	3,637	0	3,637	0
Net Expenditure	(313)	(3,950)	(3,637)			
330 Cleaning & Consumables						
4700 Cleaning & Maintenance Equip	153	1,500	1,347		1,347	
4710 Combined Consumables	723	2,843	2,120		2,120	
4720 Hygiene Contract	1,551	1,465	(86)		(86)	
Cleaning & Consumables :- Indirect Expenditure	2,427	5,808	3,381	0	3,381	0
Net Expenditure	(2,427)	(5,808)	(3,381)			
340 Outside Spaces						
4745 Defibrillators	141	0	(141)		(141)	
4750 CCTV	3,375	5,000	1,625		1,625	
4755 Tree Maintenance	650	750	100		100	
4760 Street Furniture & Clock	1,024	6,000	4,976	762	4,214	
4765 EmergencyPlan/Adverse Weather	0	1,000	1,000		1,000	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4770 Youth Budget	580	3,500	2,920		2,920	
4775 Insurance - Arrivall	0	300	300		300	
4780 Bus Shelter	375	3,000	2,625	10,405	(7,780)	
4785 Parish Online	0	500	500		500	
4790 Grass Cutting	703	2,500	1,797		1,797	
4795 Notice Boards and Swapboxes	250	1,000	750		750	
Outside Spaces :- Indirect Expenditure	7,098	23,550	16,452	11,166	5,285	0
Net Expenditure	(7,098)	(23,550)	(16,452)			
Environment & Amenities :- Income	0	0	0			
Expenditure	23,066	56,264	33,198	53,285	(20,087)	
Movement to/(from) Gen Reserve	(23,066)	(56,264)	(33,198)			
Planning						
400 Planning						
4718 Community Development Planning	0	1,000	1,000		1,000	
4719 Planning Consultancy	0	5,000	5,000		5,000	
4810 Outreach	0	500	500		500	
Planning :- Indirect Expenditure	0	6,500	6,500	0	6,500	0
Net Expenditure	0	(6,500)	(6,500)			
Planning :- Income	0	0	0			
Expenditure	0	6,500	6,500	0	6,500	
Movement to/(from) Gen Reserve	0	(6,500)	(6,500)			
Severn Ham						
500 Severn Ham						
1620 Hay Sale	8,775	0	(8,775)			
1630 Basic Payment Scheme	0	3,528	3,528			
1640 Wayleaves	0	390	390			
1700 Fishing Rights	0	1,800	1,800			
1710 HLS Payment	0	22,248	22,248			
Severn Ham :- Income	8,775	27,966	19,191			0
4450 Maintenance	145	1,000	855		855	
4550 Water	13	265	252		252	
4850 Commoners Grazing Compensation	0	3,500	3,500		3,500	
4855 Hay Sowing Project	96	4,000	3,904		3,904	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4860 Volunteers (Rec & Prom)	140	500	360		360	
4870 Weeding	0	2,575	2,575		2,575	
4875 Tree Conservation	0	3,000	3,000		3,000	
4880 Ancillary Management	0	4,000	4,000		4,000	
4885 Nesting Project	137	500	363		363	
4890 Land Agent	500	1,750	1,250		1,250	
4895 Cross Compliance Consultant	0	550	550		550	
4900 Conservation Advisor	1,425	5,967	4,542		4,542	
4905 Footpath Repairs	0	1,000	1,000		1,000	
Severn Ham :- Indirect Expenditure	2,457	28,607	26,150	0	26,150	0
Net Income over Expenditure	6,318	(641)	(6,959)			
Severn Ham :- Income	8,775	27,966	19,191			
Expenditure	2,457	28,607	26,150	0	26,150	
Movement to/(from) Gen Reserve	6,318	(641)	(6,959)			

Watson Hall600 Watson Hall

1800 Watson Hall Income	7,319	30,000	22,681			
1810 Leases	0	600	600			
1820 Bar Income	13,118	55,000	41,882			
1823 Staffed Bar Hire Income	0	3,500	3,500			
1830 TTC Events Income	0	3,000	3,000			
Watson Hall :- Income	20,437	92,100	71,663			0
4195 Health & Safety	367	1,000	633		633	
4221 Telephone/IT (WH)	422	1,200	778		778	
4280 Events & Services	160	3,000	2,840		2,840	
4450 Maintenance	7,576	30,000	22,424		22,424	
4550 Water	524	1,500	976		976	
4560 Electric	3,048	8,800	5,752		5,752	
4570 Gas	758	4,000	3,242		3,242	
4590 Projects	8,928	18,000	9,073		9,073	
4912 Bar Payroll Processing	59	300	241		241	
4913 Bar Equipment	0	5,000	5,000		5,000	
4914 Bar Card Charges	218	750	532		532	
4915 Events Card Charges	2	50	48		48	
4920 Bar Audit	175	500	325		325	
4950 Bar Stock	4,363	25,000	20,637		20,637	
4955 Bar Salaries	7,056	17,000	9,944		9,944	

12:37

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4957 Duty Manager	352	2,000	1,648		1,648	
4960 Equipment	1,390	3,000	1,610		1,610	
4961 Waste and recycling	231	1,200	969		969	
4980 Workwear	0	200	200		200	
Watson Hall :- Indirect Expenditure	35,629	122,500	86,871	0	86,871	0
Net Income over Expenditure	(15,192)	(30,400)	(15,208)			
6000 plus Transfer from EMR	0	0	0			
6001 less Transfer to EMR	(3,033)	0	3,033			
Movement to/(from) Gen Reserve	(12,159)	(30,400)	(18,241)			
Watson Hall :- Income	20,437	92,100	71,663			
Expenditure	35,629	122,500	86,871	0	86,871	
Net Income over Expenditure	(15,192)	(30,400)	(15,208)			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	(3,033)	0	3,033			
Movement to/(from) Gen Reserve	(12,159)	(30,400)	(18,241)			
Staffing						
110 Staffing						
4000 Staff Salary	38,522	116,916	78,395		78,395	
4030 PAYE and NI	8,263	33,047	24,784		24,784	
4040 Pension	10,862	32,239	21,377		21,377	
4050 Staff Travel	25	150	125		125	
4060 Councillor Travel	0	50	50		50	
4080 Facilities Mgmt. Contractor	32,333	97,000	64,667		64,667	
4090 Payroll Processing	148	500	352		352	
4100 Professional Fees	660	3,000	2,340		2,340	
4110 Training	330	700	370		370	
4120 Asset Manager	4,414	9,932	5,518		5,518	
Staffing :- Indirect Expenditure	95,556	293,534	197,978	0	197,978	0
Net Expenditure	(95,556)	(293,534)	(197,978)			
Staffing :- Income	0	0	0			
Expenditure	95,556	293,534	197,978	0	197,978	
Movement to/(from) Gen Reserve	(95,556)	(293,534)	(197,978)			
Moorings						

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>200 Moorings</u>						
1300 Moorings Income	2,554	5,000	2,446			
Moorings :- Income	2,554	5,000	2,446			0
4450 Maintenance	1,325	7,000	5,675		5,675	
4460 Rates	815	2,500	1,685		1,685	
4470 Mooring Leases	0	100	100		100	
4590 Projects	0	10,000	10,000		10,000	
4960 Equipment	0	500	500		500	
Moorings :- Indirect Expenditure	2,139	20,100	17,961	0	17,961	0
Net Income over Expenditure	415	(15,100)	(15,515)			
Moorings :- Income	2,554	5,000	2,446			
Expenditure	2,139	20,100	17,961	0	17,961	
Movement to/(from) Gen Reserve	415	(15,100)	(15,515)			
Grand Totals:- Income	334,090	728,183	394,093			
Expenditure	246,017	766,015	519,998	53,285	466,713	
Net Income over Expenditure	88,073	(37,832)	(125,905)			
plus Transfer from EMR	31,236	0	(31,236)			
less Transfer to EMR	(3,033)	0	3,033			
Movement to/(from) Gen Reserve	122,342	(37,832)	(160,174)			

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/05/2025		528,146.49
			<u>528,146.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			528,146.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			528,146.49
		Balance per Cash Book is :-	528,146.49
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Lloyds - 32 Day Notice A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/05/2025	90	361,545.04
			<u>361,545.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			361,545.04
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			361,545.04
		Balance per Cash Book is :-	361,545.04
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	30/06/2025		292,508.42
			<u>292,508.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			292,508.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			292,508.42
		Balance per Cash Book is :-	292,508.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Lloyds - 32 Day Notice A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/06/2025	91	562,394.51
			<u>562,394.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			562,394.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			562,394.51
		Balance per Cash Book is :-	562,394.51
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/07/2025		236,934.65
			<u>236,934.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			236,934.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			236,934.65
		Balance per Cash Book is :-	236,934.65
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 4 - Lloyds - 32 Day Notice A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/07/2025	92	563,374.50
			<u>563,374.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			563,374.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			563,374.50
		Balance per Cash Book is :-	563,374.50
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

List of Payments made between 01/05/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2025	Tesco Mobile	MAY 2025	27.60		Mobiles
01/05/2025	Tesco Mobile	Reversal	-27.60		Purchase Ledger DDR Payment
01/05/2025	Tesco Mobile	May 2025-1	27.98		Purchase Ledger DDR Payment
02/05/2025	IMEX	Std Ord	57.60		Till Maintenace
07/05/2025	TBC - Back Of Avon	5105564X	87.00		Back Of Avon Business Rates
07/05/2025	TBC - St Marys Lane	51055668	55.00		St Marys Lane Business Rates
09/05/2025	Octopus Energy - Glos Rd Toile	0027	70.15		Electric
09/05/2025	Octopus Energy - Oldbury Rd To	0026	107.04		Electric
09/05/2025	Octopus Energy - Town Hall	0021	183.89		Electric/Gas
12/05/2025	One Stop Promotions	DEB	1,185.00		Bunting
14/05/2025	Octopus Energy - Watson Hall	WH 0021	1,257.37		Electric/Gas
14/05/2025	GAB Services	Std Ord	9,700.00		Caretaking Services
15/05/2025	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/05/2025	Smith's (Gloucester) Limited	C529763	180.52		Waste/recycling
15/05/2025	Cafe au Chocolat	DEB	20.00		Mayor Making
19/05/2025	Petty Cash	Cash	100.00		Petty Cash Top Up
19/05/2025	Charlton Networks	42600	332.80		IT
20/05/2025	Staff Salaries	FPO	9,240.50		Office Net Wages May P2
20/05/2025	Staff Salaries	FPO	1,358.12		Bar Net Wages May P2
20/05/2025	Staff Salaries	FPO	148.40		Duty Manager May P2
20/05/2025	Waterplus (Toilet Block - 0513	09135325	22.48		Water
20/05/2025	Waterplus (Town Hall - 0385036	09127122	112.34		Water
20/05/2025	Contractor	Std Ord	1,103.60		Asset Manager
20/05/2025	Marks and Spencer	DEB	65.60		Mayor Making
22/05/2025	Digital Telecom Ltd	210235	57.11		Phones
22/05/2025	Digital Telecom Ltd	210236	85.75		Phones
22/05/2025	Waterplus (Watson Hall Bar- 03	09162475	50.85		Water
22/05/2025	TBC - TC	Std Ord	364.00		Non Domestic Rates Town Hall
23/05/2025	Tesco	DEB	4.55		Debit Charge
27/05/2025	NEST	DD	220.26		Pensions May P2
27/05/2025	Gloucestershire County Council	FPO	2,354.22		Pensions May P2
27/05/2025	HMRC	FPO	1,870.85		Tax/Nli May P2
27/05/2025	Juice It	INV-0258	693.79		Promotional Banners
28/05/2025	Lloyds	PAY	65.10		Bank Charges
28/05/2025	Diversity Business Services	Std Ord	165.00		HR Retainer
29/05/2025	Amazon	DEB	18.67		Cable
30/05/2025	A&E Fire and Security	1	712.29		Annual MAint TH
30/05/2025	AG Boniface & Sons Ltd	2	2,383.20		Works at WH
30/05/2025	Caring For Communities and Pe	3	250.00		Sharebox
30/05/2025	Redacted	4	320.00		Flower baskets/planters
30/05/2025	Glasdon UK Limited	5	184.01		Recycling bin
30/05/2025	Gloucester Brewery	6	379.20		Bar Stock
30/05/2025	Haywards Tewkesbury Ltd	7	274.48		Assorted invoices

Continued on Page 2

List of Payments made between 01/05/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/05/2025	Hy-Clean Supplies Limited	8	323.90		Cleaning Supplies
30/05/2025	Redacted	9	120.00		Civic Award certificates
30/05/2025	Electrical Plumbing & Building	10	60.00		Spring Gardens Maint
30/05/2025	DDC Foods Ltd.	11	79.16		Bar Stock
30/05/2025	Panacea Business Solutions Ltd	12	65.44		Photocopier
30/05/2025	PAYROLLS UK LTD	13	66.00		Staff Salaries
30/05/2025	Paul Burdick - ACCLC	14	734.16		Year End Processing
30/05/2025	Proactive Business Supplies Lt	15	21.59		Office supplies
30/05/2025	Tewkesbury Printing Company	16	419.00		Winter Newsletter 2025
30/05/2025	TKR Refrigeration Ltd	17	304.80		Service for Ice Machine
30/05/2025	Wildfowl and Wetlands Trust	18	115.20		Great Burnet plug plants
30/05/2025	Redacted	FPO	25.00		Sound engineer
30/05/2025	Becky Blockley	FPO	38.98		Expenses
30/05/2025	Debbie Hill	FPO	32.15		Expenses
30/05/2025	Gloucester and District Richar	FPO	180.00		Refund of venue hire charge
30/05/2025	Spotify	DEB	11.99		Premium Subscription
30/05/2025	Waterplus (Trough B. Avon - 08	9272215	2.51		Water
02/06/2025	Tesco Mobile	June 2025	27.98		Mobiles
02/06/2025	Waterplus (Watson Hall - 03850	2648	76.88		Water
02/06/2025	IMEX	Std Ord	57.60		Till Maintenance
02/06/2025	Caring for Communities	FPO	630.00		Community Grant - PP woodworki
04/06/2025	The Ramp People	DEB	190.80		Wheelchair Ramp
06/06/2025	Amazon	DEB	17.96		Moth treatment
07/06/2025	TBC - Back Of Avon	5105564X	87.00		Back Of Avon Business Rates
07/06/2025	TBC - St Marys Lane	51055668	55.00		St Marys Lane Business Rates
11/06/2025	Lloyds - 32 Day Notice A/C	22038530LS	200,000.00		Transfer to Trade Account
13/06/2025	Octopus Energy - Glos Rd Toile	0028	68.05		Electric
13/06/2025	Octopus Energy - Oldbury Rd To	0027	109.07		electric
13/06/2025	Octopus Energy - Town Hall	0022	356.49		Electric/gas
13/06/2025	Octopus Energy - Watson Hall	WH 0022	952.19		Electric/gas
14/06/2025	GAB Services	Std Ord	9,700.00		Caretaking Services
15/06/2025	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
16/06/2025	Smith's (Gloucester) Limited	C534344	118.36		Waste/recycling
16/06/2025	Amazon	DDR	5.99		Cleaning
16/06/2025	Amazon	DEB	13.99		Tewks Live
17/06/2025	Cellar Supplies Cheltenham Ltd	1413	1,634.98		Bar Stock
17/06/2025	Your Name On It Ltd - T-shirts	10864	553.56		Tewkes Live merch
17/06/2025	Branded Cups	FPO	1,436.40		Tewkes Live merch
17/06/2025	Events Calendar	DEB	132.32		Website plug-in
17/06/2025	Transaction Fee	DEB	3.63		Website plug-in
17/06/2025	Events ticket plus	DEB	132.32		Website plug-in
17/06/2025	Events Tickets plus	DEB	3.63		Website plug-in
18/06/2025	Anti Graffiti Systems Ltd	1	108.00		Pest Control
18/06/2025	GAPTC	2	480.00		Internal Audit

Continued on Page 3

List of Payments made between 01/05/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/06/2025	Gloucestershire Electrical Ser	3	6,888.00		Heating in Toilets
18/06/2025	Hy-Clean Supplies Limited	4	232.27		Cleaning Supplies
18/06/2025	Kitch and Kaboodle	5	150.00		Final balance T Live
18/06/2025	Laithwaites Wine Gloucester Sh	6	271.68		Bar Stock
18/06/2025	National Association of Local	7	120.00		Silver Award
18/06/2025	Nick Joyce Architects	8	1,800.00		Architectural services
18/06/2025	Optimum Paint Services Ltd	9	1,290.00		Front Doors TH
18/06/2025	Orchard Fundraising Ltd	10	1,881.00		Fundraising
18/06/2025	Panacea Business Solutions Ltd	11	67.97		Photocopier
18/06/2025	Paul Daniels Chartered Quantit	12	650.00		Budget Estimate
18/06/2025	PPL PRS United for Music	13	170.40		Music Licence
18/06/2025	Proactive Business Supplies Lt	14	94.80		Poster stands
18/06/2025	Simply Flowers	15	35.00		Mayor Making Bouquet
18/06/2025	Stroud Brewery Ltd	16	194.69		Bar Stock
18/06/2025	Redacted	FPO	553.00		Tewkesbury Live support staffing
18/06/2025	A Hayes	FPO	1,500.00		Mayors Allowance
18/06/2025	R Whincup	FPO	1,000.00		Town Crier Stipend
19/06/2025	Waterplus (Town Hall - 0385036	5841	117.69		Water
19/06/2025	Gloucestershire County Council	FPO	2,469.06		Pensions June P3
19/06/2025	HMRC	FPO	1,919.13		Tax/Ni June P3
20/06/2025	Waterplus (Toilet Block - 0513	5836	22.79		Water
20/06/2025	Charlton Networks	42721	334.22		IT
20/06/2025	Contractor	Std Ord	1,103.60		Asset Manager
20/06/2025	Staff Salaries	BP	9,518.83		Office Net Wages June P3
20/06/2025	Staff Salaries	BP	872.62		Bar Net Wages June P3
20/06/2025	Staff Salaries	BP	115.01		Duty Manager June P3
20/06/2025	Robert Dyas	DEB	239.94		Umbrellas
22/06/2025	TBC - TC	Std Ord	364.00		Non Domestic Rates Town Hall
23/06/2025	Waterplus (Watson Hall Bar- 03	3815	52.25		Purchase Ledger DDR Payment
23/06/2025	Initial Washroom Hygiene	35483332	1,861.42		Hygiene contract
23/06/2025	Digital Telecom Ltd	210777	85.62		Phones
23/06/2025	Digital Telecom Ltd	210778	57.11		Phones
23/06/2025	NEST	DD	220.26		Pensions June P3
23/06/2025	Tewkesbury in Bloom	FPO	500.00		Community Grant
23/06/2025	Amazon	DEB	69.98		Fans
23/06/2025	Amazon	DEB	104.97		Fans
26/06/2025	DW Safety	1931	630.00		Fire Risk Assesments
26/06/2025	FC Flags	DEB	98.94		FLying Colours Flagmakers
27/06/2025	Lloyds	PAY	29.88		Bank Charges
28/06/2025	Diversity Business Services	Std Ord	165.00		HR Retainer
30/06/2025	Waterplus (Watson Hall - 03850	22648	53.50		Purchase Ledger DDR Payment
30/06/2025	Spotify	DEB	11.99		Premium
01/07/2025	Tesco Mobile	July 2025	27.98		Mobile
01/07/2025	Waterplus (Trough B. Avon - 08	09554199	2.60		Water
02/07/2025	IMEX	Std Ord	57.60		Till Maintenace
04/07/2025	The Wristband Company	FPO	516.00		Tewkesbury Live wristbands
04/07/2025	AG Boniface & Sons Ltd	5399	2,394.00		Watson Hall Works

Continued on Page 4

List of Payments made between 01/05/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/07/2025	TBC - Back Of Avon	5105564X	87.00		Back Of Avon Business Rates
07/07/2025	TBC - St Marys Lane	51055668	55.00		St Marys Lane Business Rates
08/07/2025	Mike Cluley - Rural Surveying	1	600.00		2025 Severn Ham Hay Sale
08/07/2025	Caroline Corsie	2	1,425.00		Conservation
08/07/2025	ERFA Ltd	3	360.00		First Aid Training x5
08/07/2025	GAPTC	4	90.00		New Cllr training
08/07/2025	GB Sport & Leisure	5	288.73		Park maintenance
08/07/2025	Gloucestershire Electrical Ser	6	360.00		Electrical works WH
08/07/2025	Matt Hale Tree Surgery Ltd	7	420.00		Tree clearance
08/07/2025	Haywards Tewkesbury Ltd	8	184.23		Various
08/07/2025	Hy-Clean Supplies Limited	9	163.91		Cleaning Supplies
08/07/2025	Laithwaites Wine Gloucester Sh	10	259.80		Bar Stock
08/07/2025	Electrical Plumbing & Building	11	180.00		Watson Maintenance
08/07/2025	Neptune Building Services Ltd	12	390.00		Town Hall Maintenance
08/07/2025	Npower Business Solutions	13	1,115.69		Christmas Lights Power
08/07/2025	Panacea Business Solutions Ltd	14	60.60		Photocopier
08/07/2025	PAYROLLS UK LTD	15	62.40		Bar Payroll Processing
08/07/2025	The Photo Studio (Tewkesbury)	16	176.20		Cllr Photos
08/07/2025	Proactive Business Supplies Lt	17	19.19		Printer ink
08/07/2025	Sign Painting By Dawn	18	140.00		Honours Board
08/07/2025	T Steger	19	4,200.00		Back door replacement
08/07/2025	Stroud Brewery Ltd	20	209.57		Bar Stock
08/07/2025	Tewkesbury Printing Company	21	168.00		Dogs on Leads signs
08/07/2025	Trade UK (T/A Screwfix)	22	128.97		Street cleaning chain
08/07/2025	Vimto Out of Home	23	219.61		Bar Stock
08/07/2025	Wybone Limited	24	914.08		Heritage Bin
08/07/2025	Amazon	DEB	21.99		Signage
09/07/2025	Gloucestershire County Council	1800831923	50.00		Parking bay Suspension for T Live
11/07/2025	Square	DEB	69.60		Chargers
14/07/2025	Printed4You	FPO	618.00		Tewkesbury Live merch
14/07/2025	GAB Services	Std Ord	9,700.00		Caretaking Services
14/07/2025	Petty Cash	PAY	100.00		Petty Cash
14/07/2025	Amazon	DEB	4.99		Ribbon/bow
15/07/2025	Newton Mesh	FPO	295.55		Barrier banners
15/07/2025	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/07/2025	Octopus Energy - Glos Rd Toile	0029	69.60		Electric
15/07/2025	Octopus Energy - Oldbury Rd To	0028	107.42		Electric
15/07/2025	Smith's (Gloucester) Limited	C539783	158.89		Waste/recycling
15/07/2025	Octopus Energy - Town Hall	0023	244.58		Electricity/Gas
15/07/2025	Octopus Energy - Watson Hall	0023 WH	683.36		Electric/Gas
15/07/2025	Tesco	DEB	59.88		Tesco Mobile Upgrade
16/07/2025	NEST	DD	246.86		Pensions July P4
16/07/2025	Amazon	DEB	22.89		Music Stands
17/07/2025	Juice It	inv-0289	294.00		Pub Posters for TL 2025
17/07/2025	Green Lofts and Ladders	INV-GL556	900.00		Loft Ladder 50% deposit
17/07/2025	Tesco Mobile	DEB	20.00		Top Up
17/07/2025	Google Play Apps	DEB	4.99		WH Tech upgrade

Continued on Page 5

List of Payments made between 01/05/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/07/2025	Staff Salaries	BP	9,965.20		Office Net Wages July P4
18/07/2025	Staff Salaries	BP	1,736.85		Bar Net Wages July P4
18/07/2025	Staff Salaries	BP	89.04		Duty Manager
20/07/2025	Contractor	Std Ord	1,103.60		Asset Manager
21/07/2025	Gloucestershire County Council	FPO	2,546.79		Pensions July P4
21/07/2025	HMRC	FPO	2,182.48		Tax/Ni July P4
21/07/2025	Charlton Networks	42842	337.52		Replacement battery
22/07/2025	Siemens Financial Services Lim	1140330	513.81		Photocopier
22/07/2025	TBC - TC	Std Ord	364.00		Non Domestic Rates Town Hall
22/07/2025	Waterplus (Watson Hall Bar- 03	32406	28.96		Water
23/07/2025	Smith's (Gloucester) Limited	Event Bins	264.00		Event Bins
23/07/2025	Tesco	DEB	59.88		Tesco Mobile upgrade
24/07/2025	Digital Telecom Ltd	211132	57.11		Phones
24/07/2025	Digital Telecom Ltd	211131	84.20		Phones
24/07/2025	Tesco	DEB	329.00		Mobile phone & top up
24/07/2025	Amazon	DEB	39.99		Traffic Cones
25/07/2025	Google One	DEB	12.99		Tablet app upgrade
25/07/2025	Tewkesbury Live Bands	BP	28,983.75		Sum of July band payments
28/07/2025	Diversity Business Services	Std Ord	165.00		HR Retainer
28/07/2025	Lloyds	PAY	37.42		Service charges
30/07/2025	AG Boniface & Sons Ltd	25	2,724.00		Watson Hall Works
30/07/2025	Expert Access Solutions(Form.	26	583.03		TH Door repair
30/07/2025	DW Safety	27	315.00		Fire Asses Museum
30/07/2025	Gloucester Brewery	28	223.20		Bar stock
30/07/2025	Haywards Tewkesbury Ltd	29	231.47		Various
30/07/2025	Healthmatic Ltd	30	690.48		Repairs
30/07/2025	Kellaway Building Supplies Ltd	31	32.54		Supplies
30/07/2025	L&L Installations	32	5,493.00		Watson Hall acoustic glazing
30/07/2025	DDC Foods Ltd.	33	103.14		Bar Stock
30/07/2025	Orchard Fundraising Ltd	34	1,482.00		Fundraising
30/07/2025	Packwood Printers Ltd	35	1,215.00		T Live programme printing
30/07/2025	PAYROLLS UK LTD	36	62.40		Bar Payroll Processing
30/07/2025	Wiggins Design	37	1,665.00		T Live design services
30/07/2025	Jen King	FPO	12.45		Expenses
30/07/2025	Redacted	FPO	72.50		Old Baptist Chapel
30/07/2025	C. Bishop	FPO	16.99		Expenses
30/07/2025	Waterplus (Trough B. Avon - 08	7225	2.51		Water
30/07/2025	Spotify	DEB	11.99		Subscription
30/07/2025	Key Signs	DEB	79.19		Key Signs
31/07/2025	Waterplus (Watson Hall - 03850	July dd	53.50		Purchase Ledger DDR Payment
31/07/2025	Tewkesbury Borough Council	9/7/25	239.52		Red Lane Rates
31/07/2025	Amazon	DEB	10.99		Timer Plug
Total Payments			387,140.67		



TEWKESBURY TOWN COUNCIL

Internal auditor's report for the year ended 31 March 2025

Name of Auditor: CHRIS HAINE, CEO, GAPTC

Chris Haine 9/6/25

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Governance and Policies

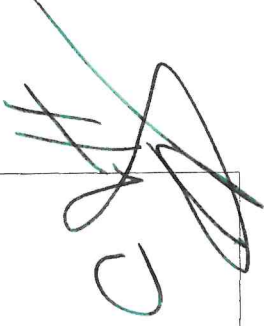
Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
1	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	Yes to all	Yes reviewed Minuted: 13/05/2024 Website Link: https://fewkesburytowncouncil.gov.uk/wp-content/uploads/2017/12/TTC-Financial-Regulations-updated-February-2023.pdf	Recommend for Document Management to update footer e.g. Reviewed 13 May 24	Assertion 1
2	Have Standing Orders been a) tailored to council? b) reviewed using the most recent version? c) minuted?	Yes to all	Yes, reviewed Date: 13/05/2024 Website Link: https://fewkesburytowncouncil.gov.uk/wp-content/uploads/2017/12/Approved-Standing-Orders-Tewkesbury-Town-Council-updated-September-2023.pdf	Recommend for Document Management to update footer e.g. Reviewed 13 May 24	Assertion 1

3	Code of Conduct reviewed in the last 2/3 years?	Yes	Yes 13/03/2023 Website Link: https://lewkesburytowncouncil.gov.uk/wp-content/uploads/2016/08/Code-of-Conduct-adopted-March-2023.pdf	Recommend further review this year, as 2025 e.g. 2 years since reviewed.	Assertion 3
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2. Finance and Accounting


Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
4	Bank reconciliations are considered by Council? (Objective I)	Yes	<p>Bank reconciliations are regularly carried out and up to date</p> <p>Bank reconciliations from different periods: 1 January to 31 March 2024; 1 April to 30 June 2024; 1 July to 30 September 2024; 1 October to 31 December 2024.</p> <p>Links checked:</p> <p>Bank Reconciliation - Main Account - March 2024.PDF</p> <p>Bank Reconciliation - Main Account - June 2024.PDF</p> <p>Bank Reconciliation - Main Account - September 2024.PDF</p> <p>Bank Reconciliation - Main account.PDF Checked</p>		Assertion 2
5	VAT claims have been submitted and are up to date (Objective E)	Yes	<p>VAT claims/returns have been submitted and are up to date</p> <p>Upload links checked Q3 2024-25 VAT and proof of receipt.pdf</p>		Assertion 1
6	S137 a) is there a separate account for payments? b) are totals within statutory limits?	N/A	Section 137 does not apply to this Council, who have adopted the General Power of Competence (See also Question 20)..		Assertions 1&3

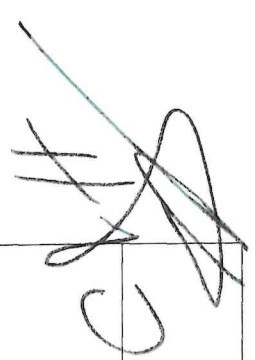
7	(Objective A) Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Direct Debits review noted Date of meeting: 29/04/2024 F.23.111 Minute link checked: https://lewkesburytowncouncil.gov.uk/documents/finance-committee-meeting-29th-april-2024-2/		Assertion 2
8	Cashbook provided and random sample checked. Give details at Annex A.	Yes	Link checked (random transactions checked – see Annex) Cashbook 24-25.PDF		Assertion 2
9	Internal controls a) policy in place? b) evidence checks took place as per Council's Fin Regs/Standing Orders (Objective B)	Yes to all	Yes, Controls in place Link checked: FINAL Finance minutes 6.1.25.pdf SFC3 Payments Q3 2024-25.xlsx SFC3 2024-25 ReceiptsPetty Cash.xlsx 2024 Q3 Finance Checks.pdf		Assertion 2
10	Was budget for 24-25 a) prepared? b) adopted by Full Council? c) Were the earmarked reserves identified? d) Were the general reserves reasonable? e) Was precept calculated and approved? (Objective D)	a) Yes b) Yes c) Yes d) No e) Yes	Dates of Minutes , and Links checked: 15/01/2024 23/24-136 & 137 https://lewkesburytowncouncil.gov.uk/documents/draft-full-council-minutes-15th-january-2024/ Link, and report checked: Annual Budget report.pdf		Assertion 1
11	Were end of year accounting statements a) prepared? b) match cashbook? c) supported by report?	a) Yes b) Yes c)	Yes Minutes checked: 10/06/2024 24/25-45 Links checked:		Assertion 6

		https://fewkesburytowncouncil.gov.uk/documents/draft-full-council-minutes-10th-june-2024/ End of year accounts and Reports checked Balance Sheet as at 31 March 2024.PDF Income and Expenditure Account for Year Ended 31 March 2024.PDF Earmarked Reserves.PDF Detailed Income & Expenditure by Budget Heading 31 05 2024.PDF Journal Detail - EMR Adjustments.PDF Trial Balance for Month No 12.PDF			
12	Did the council periodically compare budget vs spend (as detailed in the FRs)? (Objective D)	Yes	Yes, during the year, the Council has periodically reviewed expenditure against budget. Dates of the meetings where the reports were noted. Every council and committee meeting, and this has been checked All minutes, and Website links checked: https://fewkesburytowncouncil.gov.uk/document-category/minutes/ Budget report.PDF Budget report 1816.PDF	Assertion 1	
13	Was Petty Cash expenditure a) Approved? b) supported by receipts? c) VAT accounted for? (Objective F)	N/A	All petty cash payments are supported by receipts, are approved and VAT has been appropriately accounted for. Upload of a report of petty cash payments checked. Bank Reconciliation Receipts and Payments - Petty Cash -	Assertion 1	

			Feb 2025.PDF			
14	Was Insurance policy reviewed to ensure still fit for purpose? (Objective C)	Yes	<p>Insurance Cover has been reviewed</p> <p>Minute, links, and reference checked: 03/06/2024 F.24.013</p> <p>Website link checked where these minutes can be viewed. https://teWKesburytowncouncil.gov.uk/documents/draft-finance-committee-meeting-minutes-3rd-june-2024/</p> <p>Uploaded Policy schedule checked. (1906494448) AJG CommunitySchemes Hi scox Schedule.pdf</p>			Assertion 5
	<i>Note Councils have not been asked to submit any information on burials. Auditor to check sample if appropriate.</i>	N/A				

3. Payroll and Employment

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
15	Do all staff have a NALC contract of employment? Copy seen by auditor? <i>Note to auditor checklist asks for 'clerical'. Use judgement if this is not appropriate</i>	Yes	<p>All employees have a contract of employment. Yes</p> <p>All employees on the current NALC standard employment contract? Yes</p> <p>Uploaded contract checked  update to C of E letter Jan 2025.docx</p>		Assertion 3
16	Has Council's PAYE / NIC been properly dealt with (including year-end	Yes	PAYE and National Insurance have been properly applied and reported.		Assertion 3



	procedures)? P32 seen (if relevant)? (Objective G)		Uploaded submission for each employee checked. Form P32 Employer Payment Record checked.	250321 Paye.pdf		
16a	<i>Note to auditor. Councils not required to provide evidence but check that Council has met pension obligations</i>	Yes				Assertion 2

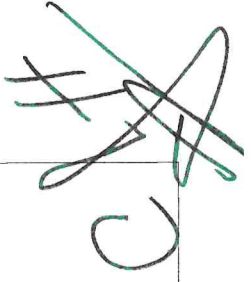
4. Transparency and Public Rights

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
17	Are all sections of the 23/24 AGAR published on the website? (Objective L/N)	Yes	Annual Governance and Accountability Return (AGAR) is published on Council website, and links checked. https://lewkesburytowncouncil.gov.uk/wp-content/uploads/2024/11/Notice-of-conclusion-of-audit.pdf		Assertion 3
18	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	The council has provided for the exercise of public rights as required by law, website links checked		Assertion 4
19	23/24 internal (and if relevant external) audit report/s reviewed by council and action taken where	Yes	Yes All Bank Accounts should have been be in the name of		Assertion 7

recommended? If relevant is exemption from external audit form on web site and correctly minuted?		<p>the Town Council. Accordingly the Mayor's Charity Account has now been closed.</p> <p>https://lewkesburytowncouncil.gov.uk/wp-content/uploads/2024/11/Notice-of-conclusion-of-audit.pdf</p> <p>29/04/2024 F.23.110 & 10/03/2025 24/25-141</p> <p>Dates of meeting AND the minute reference checked where the internal and external* audits were reviewed.</p> <p>Website link where these minutes can be viewed, and checked.</p> <p>https://lewkesburytowncouncil.gov.uk/documents/finance-committee-meeting-29th-april-2024-2/ https://lewkesburytowncouncil.gov.uk/documents/draft-full-council-minutes-10th-march-2025/</p>		
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5. Additional information – if relevant

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
20	Has the General Power of Competence been adopted?	Yes	<p>Yes Council have formally adopted the General Power of Competence (GPC).</p> <p>Date of the meeting AND the minute reference checked where this was approved. 15/05/2023 23/24-19</p> <p>Website link checked where these minutes can be viewed.</p> <p>https://lewkesburytowncouncil.gov.uk/documents/full-council-minutes-15th-june-</p>		Assertion 3

21	<p>Have assets a) been inspected for risk? b) any actions undertaken and recorded? (Objective C)</p>	<p>a) Yes b) Yes</p>	<p><u>2023/</u></p> <p>Evidence of inspections for:</p> <p>Play areas</p> <p>Trees</p> <p>Land and build</p> <p>Street furniture</p> <p>21c</p> <p>Playparks x 3 Trees Town Hall, Watson Hall, 64 Barton Street Street Furniture Moorings</p>	<p>Clarified that post-inspection, various committees deal with their work programmes, details are then contained in the individual committee agenda packs and/or minutes that are published on WEBSITE</p>	<p>Assertion 5</p>	
22	<p>Is asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)</p>	<p>a) Yes b) Yes</p>	<p>Asset Document, checked and noted</p> <p>ASSET LIST BY LOCATION.PDF</p>	<p>Checked and on Website</p>	<p>Assertion 5</p>	
23	<p>Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)</p>	<p>a) Yes b) No</p>	<p>Risk management of all council's responsibilities has been reviewed and minute reference noted, and Website link</p> <p>02/09/2024 F.24.049</p> <p>https://flewkesburytowncouncil.gov.uk/documents/draft-</p>	<p>Couldn't find Risk Management Policy, and should be published</p>	<p>Assertion 5</p>	

24	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	<p>24a. Services and items purchased comply with Financial Regulations/procurement rules. Yes</p> <p>24c. Town and Parish Councils over £200k gross income/expenditure must provide minute reference/s for contracts over £5,000, your auditor will request a sample (if necessary).</p> <p>GAB Services FM Contract, A G Boniface Refurbishment of 64 Barton Street, GES Ltd installation of HVAC system</p>	finance-committee-minutes-2nd-september-2024/	Assertion 2	
25	Is the Council a Managing Trustee? a)charity name b)charity number c) Copy of 23/24 AGM minutes seen (Objective O)	N/A	<p>The council has fulfilled its responsibilities as a managing trustee for any trust funds</p> <p>Charity/Trust Name Anglo American Garden of Remembrance & George Watson Memorial Hall</p> <p>Charity/Trust number 283826 & 203158</p> <p>Please upload the 2023-24 AGM minutes for the Charity/Trust Link checked</p> <p>FINAL George Watson Trustee Meeting - 11.03.24.docx FINAL Anglo American Garden Trustee Meeting - 11.03.24.docx</p>		Assertion 9	

Tewkesbury Town Council

Risk Management Register

Owner: Town Clerk

Responsible Committee: Finance

Version: FINAL 2.0

Last review date: September 2025

Next review date: September 2026

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 0.1	Audit Task Group	Replacement for previous risk register	Not presented for approval	Not applicable
FINAL 1.0	Finance Committee	Review and adoption at Finance Committee meeting Reviewed 27.09.2018	Item 7	04/06/2018
FINAL v2.0	Finance Committee	Review and adoption at Finance Committee in May 2019	F.18.185	02/05/2019

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
Assets	Protection of buildings	M	Buildings insured. Value increased annually by RPI. Annual physical verification of assets. Town Hall valued July 2025, 64 Barton Street and Watson Hall valued March 2024.
	Protection of contents	H	Annual review of contents cover.
	Security of buildings, equipment etc	H	Regular checks by staff/FM contractor/reports from public investigation. Alarm Systems & CCTV installed and monitored/maintained.
	Registration of land	L/M	Ongoing project. 64 Barton Street now registered. Town Hall and remaining mooring sections submitted to Land Registry. Currently working on remaining assets of Anglo-American Garden of Remembrance & Riverside Walk.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis but work programme in place for projects. Condition surveys for both Town Hall and Watson Hall currently being considered and grant funding opportunities being pursued. Comprehensive refurbishment of 64 Barton Street complete and ongoing application for additional renovation of exterior of building and improvements to accessibility. Accessibility project underway for the Town Hall. Grant funding received towards installation of HVAC system at the Watson Hall and installation now complete.
Finance	Banking	M	Cash banked at local Lloyds branch. Security review for Town Hall and Watson Hall.
	Risk of consequential loss of income	M	Network backed up daily by Cloud by Council's IT technical support provider. Rialtas backed up daily.
	Loss of cash through theft or dishonesty	H	Receipts issued for all cash receipts. Fidelity insurance in place. 'In-house' quarterly internal control checks documented and implemented. Annual internal and external audits.

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
			EPOS system installed at Watson Hall and external bar audit undertaken quarterly.
	Financial controls and records	M	Monthly bank reconciliations and supporting bank statement and payments listing reviewed at Finance Committee meetings and quarterly bank reconciliations reported to Full Council. New Financial Regulations adopted. Debit card issued to Town Clerk and Deputy Town Clerk. Card payments processed through Square and online system powered by Woo Commerce. Petty cash records maintained. Quarterly internal control checks on a sample of payment and receipt transactions. Annual Internal Audit and end of year Independent External Audit.
	Comply with HMRC Regulations	H	Use help line when necessary. VAT payments and claims system generated and submitted online. Quarterly internal process checks include checks on a sample of payment and receipts transactions Internal and external auditors confirm accounting practice.
	Sound budgeting to underline annual precept	M	All Committees review detailed budgets in the late autumn Draft budget presented to Finance Committee in December for recommendation to Full Council for consideration in January each year including proposed precept. Precept derived directly from this information and considered/approved by Full Council in January. Expenditure including committed spend against budget and earmarked reserves reported to each committee meeting and summary to Full Council.
	Complying with borrowing restrictions	L	No current borrowing.

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
Public Liability	Risk to third party, property or individuals	M	Insurance in place. Playparks inspected weekly, monthly and annually. Office now has access to TBC's reports system. Roundabout sculptures inspected annually. Trees investigated when damage reported and tree condition survey undertaken. Fire Risk Assessments conducted annually at Town Hall, Watson Hall and 64 Barton Street. Ongoing assessment of public toilets and moorings. Three office staff, one bar staff and one of the Facilities Management contract team are First Aid trained. Training Matrix kept up to date/refresher training provided as appropriate.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	H	Regular weekly safety checks of children's play equipment owned and managed by TTC (conducted by trained officers of TBC). Regular report provided to Environment & Amenities Committee. Written reports provided for playgrounds and these reports are retained and archived. Insurance in place (Reviewed annually). Repairs or removal of equipment done immediately for high risk items. Replacement equipment provided where necessary.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies. HR support provided by Diversity Business Services Ltd. Town Clerk is a member of SLCC at Principal Level Council Member of County Association - GAPTC
	Comply with HMRC requirements	M	Advice from payroll services provider. Internal control checks and internal auditor carries out checks as detailed in reports.

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
	Safety of Staff and Visitors	H	Door access alerts and CCTV cameras fitted at Town Hall and Watson Hall. Panic button operational at Town Hall. Ongoing H&S Policies/Risk Assessments – issues reviewed by Finance or Staffing Committee when policy or risk issues are identified. Member Officer Protocol, Employee Handbook, Lone Officer Working and Code of Conduct in place, Code of Conduct, Staff Declarations of interest all in place. Council has committed to Civility & Respect pledge.
Legal Liability	Ensuring activities are within legal powers	L	TTC has adopted the General Power of Competence. TTC has achieved Quality status of the Local Council Award Scheme. Legal advice to be sought where necessary from outside bodies e.g. GAPTC/NALC/Solicitor.
	Proper and timely reporting via the Minutes	M	Council/committees approve previous meeting minutes. Minutes published on Town Council website.
	Proper document control	M	Many originals kept in the office/Gloucestershire Archives and in recent years on external cloud storage. Archived minutes held in County Archive. Minutes are numbered sequentially.
Councillor & Officer propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed for each member and published on the Council's website. Declaration of Interests - agenda Item at each meeting. Register of gifts & hospitality retained in the office.