

Minutes of the Meeting of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 7th June 2010 at 7.30 p.m.

PRESENT Cllr Langston, Cllr Mrs Hanks, Cllr Miss Mozol, Cllr Hunt, Cllr Vick and Cllr Smith

OFFICER PRESENT Parish Clerk

F.029/10-11 Election of Chairman

Cllr Mrs Hanks **PROPOSED** that Cllr Miss Mozol be elected chairman of this committee. Seconded Cllr Langston Vote: Unanimous **So resolved**

F.030/10-11 Apologies.

Cllr Powell and Cllr Lee - noted

F.031/10-11 Declarations of Interest.

Cllr Miss Mozol, Cllr Smith and Cllr Langston – members of Quedgeley Social Club.

F.032/10-11 To Approve the Minutes dated – 10th May 2010

Cllr Langston **PROPOSED** to adopt the above minutes as a true and accurate record. Seconded Cllr Hunt Vote: Unanimous **So resolved**

F.033/10-11 Correspondence

None

F.034/10-11 To Note the following Accounts Paid Prior to the Publication of the Agenda.

Wyntok Ltd - QPC	£145.00	004145	Health & Safety Subscription
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To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda.

Miss Howe – QCC	£10.00	004146	Refund - cancelled booking 28.8.10
Signwerx Workwear Centre – QPC	£70.50	004147	Events – polo shirts
Mr R Dalley – QCC	£60.00	004148	Window cleaning service
Virgin Media – QPC	£48.82	004149	Office phone
Mrs P Cole - QCC	£10.00	004150	Refund - cancelled booking 19.6.10
Harrisons Packaging Ltd - QPC	£1,081.00	004151	Dog bags
M&D Property Maintenance Ltd – WSC, QPC, QCC, KCC	£1,668.99	004152	Maintenance
Spot-on-Supplies – QCC, WSC, KCC	£301.58	004153	Cleaning materials
Office Depot – QPC	£55.58	004154	Office stationery
Staples – QPC	£24.61	004155	Office stationery
Post Office Ltd – QPC	£1,936.14	004156	NI & Tax

Accounts Paid Since Publication of the Agenda.

Total Butler – KCC	£584.12	004157	Purchase of oil supply
Quedgeley Social Club - QCC	£933.75	004158	Contribution for licence application & architectures drawing
City Fire Protection Ltd – WSC, KCC, QPC & QCC	£695.96	004159	6 monthly service
ETC Sports & Surfaces Ltd – WSC	£5750.00	004160	Retention fee
M&D Property Maintenance Ltd – QCC, WSC, KCC & R&A	£266.66	004161	Maintenance
Mr I Selkirk FCA – QPC	£750.00	004162	Internal audit
Mrs D Hughes – QPC	£79.83	004163	Travel expenses

Mr P Richardson – QPC	£168.80	004164	Travel expenses
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The accounts were checked and signed
 Cllr Smith **PROPOSED** to approve the aforementioned payments.
 Seconded Cllr Miss Mozol Vote: Unanimous **So resolved**
 Cllr Miss Mozol **PROPOSED** that all councillor's claims for expenses must
 appear on the agenda, otherwise they will be deferred to the next meeting.
 Seconded Cllr Mrs Hanks. Vote: Unanimous. **So resolved**

F.035/10-11 Review of Accounts and Budget for 2010/11

The Clerk presented copies of the accounts and the current budget progress for April and drew attention to items of underspend and increased income. The reports were noted and together with the bank statements were signed by the Chairman.

F.036/10-11 To Consider Grant Applications

Applications from the Open Spaces Society and Hardwicke Scout Group were considered and unanimously rejected.

F.037/10-11 Items from Community Centre Committee:

Cllr Hunt advised that estimates were being sought for replacement boilers. Cllr Smith advised of progress concerning the licence application and a noise barrier.

F.038/10-11 Items from Recreation & Amenities Committee:

Cllr Miss Mozol advised that volunteers were urgently required to assist on the Fun Day.

F.039/10-11 Items from Planning & Development Committee:

Cllr Miss Mozol advised that the City Planners had agreed to provide training.

F.040/10-11 Items from Waterwells Sports Centre Committee:

There was nothing to report.

F.041/10-11 Adoption of Land at Kingsway

The commuted sum offered by the developer was considered and rejected. The Clerk was instructed to advise that a sum at least double that on offer had been anticipated.

F.042/10-11 Use of Parish Council Facilities

It was agreed that minute F007/10-11 concerning free use of the council facilities could be misinterpreted.

Cllr Hunt **PROPOSED** that standing orders be suspended to allow the minute to be changed.

Seconded Cllr Miss Mozol. Vote: Unanimous **So resolved#**

Cllr Hunt **PROPOSED** that Quedgeley Residents' Associations be allowed free use of the centres managed by the Parish Council subject to the agreement of the managing committee.

Seconded Cllr Miss Mozol. Vote: Unanimous **So resolved**

F.043/10-11 Membership of Staff Sub-Committee

Cllr Smith **PROPOSED** that membership of the Staff Sub Committee should consist of Cllr Miss Mozol, Cllr Langston, Cllr Hunt and Cllr Vick.

Seconded Cllr Miss Mozol. Vote: Unanimous **So resolved**

F.044/10-11 Training for New Councillors

It was unanimously agreed that the Clerk should provide an induction course for new councillors as soon as possible after their election or co-option.

F.045/10-11 Standing Orders

The Clerk advised that there are new model standing orders and that he would be attending a training course in the middle of July on this subject. It was agreed to defer this item until the training had taken place.

F.046/10-11 Audit of Accounts 2009/10

The Clerk presented the annual accounts for the previous fiscal year and reminded members of their responsibilities in respect of completion of the Annual Return. The Clerk advised that in addition to the checks carried out by this committee internal control checks had been carried out by Cllr Vick during the year in question. The report of the Internal Auditor was noted and Cllr Hunt **PROPOSED** that the Chairman should sign the Annual Governance statement on behalf of the Council.

Seconded Cllr Smith.

Vote: Unanimous **So resolved**

F.047/10-11 Health & Safety at Work

The Clerk advised that Cllr Powell had carried out a health and safety inspection of the Parish Office that was quite comprehensive and had implications for the council. It was unanimously agreed to refer this matter to the Staff Sub-Committee.

F.048/10-11 Further Business for Referral

None

Date of Next Meeting – 5th July 2010