

Minutes of the **Finance and General Purposes Committee** held on Monday 2nd October 2017 at Quedgeley Community Centre at 7.30pm.

PRESENT Cllr G Smith (Chair), Cllr Mrs J Hanks, Cllr C Pearce and Cllr Nick Lee

F.097/17-18	Apologies Apologies were received and noted from Cllr S Smith, Cllr J Logan and Cllr A Potts																																																																																																												
F.098/17-18	Declarations of Interest None																																																																																																												
F.099/17-18	To Approve the Minutes dated – 4th September 2017 Cllr Smith PROPOSED to adopt the above Minutes as a true and accurate record of the meeting. <i>Seconded: Cllr Lee: Vote unanimous: So resolved</i>																																																																																																												
F.100/17-18	To report on previous actions set on 4th September 2017 <i>None</i>																																																																																																												
F.101/17-18	Correspondence Noting of change in name of QTC Bank Account Noting of new cheque book, number 005701 Update on Scribe – The clerk confirmed that additional training was being provided on reconciliation matters. Noting of Cobalt Newsletter																																																																																																												
F.102/17-18	To Note the following Accounts Paid by means of electronic banking and debit card payment prior to the publication of the Agenda. <table border="1"> <tr> <td>Colin Clifford – QTC</td> <td>£10.56</td> <td>BACS</td> <td>Mileage expenses – <i>Staffing costs</i></td> </tr> <tr> <td>HMRC – QTC</td> <td>£2465.54</td> <td>BACS</td> <td>Tax & NI – <i>Staffing costs</i></td> </tr> <tr> <td>Glos Vale Con – R&A</td> <td>£35.00</td> <td>BACS</td> <td>Nature Reserve – <i>Volunteer costs</i></td> </tr> <tr> <td>Spot on supplies – QCC</td> <td>£115.73</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily running costs</i></td> </tr> <tr> <td>CT Production – QTC</td> <td>£156.00</td> <td>BACS</td> <td>Advertising banners – <i>F.078/17-18</i></td> </tr> <tr> <td>M&D Property – R&A/QCC/KCC/WSC/KSP/QTC</td> <td>£2121.32</td> <td>BACS</td> <td>Maintenance – <i>Handyman Contract</i></td> </tr> <tr> <td>Spot on supplies – QCC</td> <td>£53.28</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily 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Amazon – <i>WSC</i>	£17.96	D/Card	Litter bins – <i>Daily running costs</i>
Frames.co.uk – <i>QCC</i>	£92.98	D/Card	SW Ambulance Flag – <i>C.097/16-17</i>
Amazon – <i>QTC</i>	£23.72	D/Card	2018 office diaries – <i>Daily running costs</i>

The Clerk clarified the work undertaken by Able Investigations.
 Cllr Mrs Hanks expressed a concern regarding Bristol Road Rec and asked for the hedges to be addressed. Cllr Smith confirmed that an order had already been raised to undertake this work.

Noted

F.103/17-18 To Note the following Accounts Paid by cheque prior to the Publication of the Agenda.

None

F.104/17-18 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda.

R Dalley – <i>QCC/KCC</i>	£105.00	BACS	Window Cleaning – <i>Daily running costs</i>
Kent CC – <i>QTC</i>	£409.38	BACS	Photocopier rental charges – <i>Daily running costs</i>
Office Depot – <i>QTC</i>	£54.32	BACS	Stationary – <i>Daily running costs</i>
TH White Group – <i>KSP</i>	£172.51	BACS	Ground Maintenance – <i>Daily running costs</i>
Mrs J Webster – <i>QTC</i>	£56.35	BACS	Mileage expenses – <i>Staffing costs</i>
S Merrett Services – <i>WSC</i>	£1170.00	BACS	Fertiliser – <i>Daily running costs</i>
M&D Property – <i>Various</i>	£2772.55	BACS	Maintenance – <i>Handyman contract</i>
Sutton Security – <i>R&A</i>	£336.00	BACS	Firework Display – <i>R.016/17-18</i>
CDK Castings Ltd – <i>QTC</i>	£102.00	BACS	Memorial garden – <i>reimbursed</i>

Cllr Smith **PROPOSED** to approve the above expenditure listed and as read out by the Clerk.

*Seconded: Cllr Lee: Vote Unanimous: **So resolved***

F.105/17-18 Accounts & Budget Progress 2017/18

The accounts for September 2017, including budget progress were reviewed and expenditure for September reviewed and Budget Progress Sheet and Bank reconciliations signed.

Hiring Statistics were reviewed for all community buildings.

The Clerk advised on each budget heading in red as an overspend. It was noted that 4I's overspend was temporary and would be back in the green for the following month.

The Clerk clarified the reasons behind the June figure for 2A.

The Clerk advised that future agendas and minutes would contain the power to spend against each expenditure for future transparency to the public.

Cllr Smith **PROPOSED** the accounts for September 2017, including the budget progress forms, be accepted.

*Seconded: Cllr Mrs Hanks: Vote: Unanimous: **So resolved***

F.106/17-18	<p>Items from Community Buildings Committee: Cllr Smith reported on the new LED lights fitted in Halls 1&2 of Quedgeley Community Centre and advised that positive feedback had already been received.</p> <p>Nothing further to report</p>
F.107/17-18	<p>Items from Recreation & Amenities Committee: Cllr Smith advised the only topics under discussion are of the Fireworks Display and Dog Show.</p> <p>The Clerk asked that the risk assessment when drawn up, consider the possibility of excess volume of people and how to go about mitigating that risk.</p>
F.108/17-18	<p>Items from Planning & Development Committee: Nothing to report</p>
F.109/17-18	<p>Further Business for Referral: The clerk advised that 2 grant applications had been received.</p>

Meeting concluded: 8.00pm

Next Meeting due to be held on 6th November 2017 at 7.30pm