

Minutes of the **Finance and General Purposes Committee** held on Monday 6th November 2017 at Quedgeley Community Centre at 7.30pm.

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

F.110/17-18	<p>Apologies Apologies were received and noted from Cllr S Smith and Cllr A Potts</p>																																																																																																																			
F.111/17-18	<p>Declarations of Interest Cllr Pearce declared a prejudicial interest in Agenda Item 5 – Citizen Advice Bureau Cllr Lee declared a personal interest in Agenda Item 5 – Citizen Advice Bureau</p>																																																																																																																			
F.112/17-18	<p>To Approve the Minutes dated – 2nd October 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></p>																																																																																																																			
F.113/17-18	<p>To report on previous actions set on 2nd October 2017 <i>None</i></p>																																																																																																																			
F.114/17-18	<p>Correspondence Letter from Dee & Griffin Solicitors registering their interest on 9c School Lane. Members asked for the letter to be acknowledged. Letter from CAB requesting a donation. Cllr J Logan PROPOSED to decline the donation request. <i>Seconded: Cllr G Smith: Vote 3 for, 1 against, 1 abstain: So resolved</i> Members agreed that future donation requests should be made by means of a grant application.</p>																																																																																																																			
F.115/17-18	<p>To Note the following Accounts Paid by means of electronic banking and debit card payment prior to the publication of the Agenda.</p> <table border="1" data-bbox="349 1240 1554 2159"> <tr> <td>Spot on Supplies – QCC</td> <td>£5.39</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily running costs</i></td> </tr> <tr> <td>SLCC – QTC</td> <td>£80.00</td> <td>BACS</td> <td>Training costs – <i>Training budget</i></td> </tr> <tr> <td>Spot on Supplies – WSC</td> <td>£54.46</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily running costs</i></td> </tr> <tr> <td>D Jones – R&A</td> <td>£500.00</td> <td>BACS</td> <td>Burial Plot – <i>R&A</i></td> </tr> <tr> <td>HMRC – QTC</td> <td>£9956.98</td> <td>BACS</td> <td>Tax & NI - <i>Daily running costs</i></td> </tr> <tr> <td>Prosale Ltd – QCC</td> <td>£339.26</td> <td>BACS</td> <td>Front Door repairs – <i>Repairs & Maint</i></td> </tr> <tr> <td>T H White Group - KSP</td> <td>£306.00</td> <td>BACS</td> <td>Ground Maintenance – <i>C.085/17-18</i></td> </tr> <tr> <td>Spot on Supplies – KCC</td> <td>£82.79</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily running costs</i></td> </tr> <tr> <td>Spot on Supplies – QCC</td> <td>£112.37</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily running costs</i></td> </tr> <tr> <td>Spot on Supplies – KCC</td> <td>£107.18</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily running costs</i></td> </tr> <tr> <td>E.T.C. – WSC</td> <td>£2796.00</td> <td>BACS</td> <td>Ground Maintenance – <i>W.105/17-18</i></td> </tr> <tr> <td>Wicksteed Leisure – R&A</td> <td>£1496.88</td> <td>BACS</td> <td>Playground Equipment – <i>R.051/17-18</i></td> </tr> <tr> <td>Christy Floodlighting – WSC</td> <td>£701.92</td> <td>BACS</td> <td>Annual Contract – <i>Annual Services</i></td> </tr> <tr> <td>Virgin Media – QTC</td> <td>£78.54</td> <td>BACS</td> <td>Telephone charges – <i>Daily running costs</i></td> </tr> <tr> <td>Purchase Power – QTC</td> <td>£105.50</td> <td>BACS</td> <td>Franking Machine – <i>Daily running costs</i></td> </tr> <tr> <td>British Telecom – WSC</td> <td>£105.60</td> <td>BACS</td> <td>Internet Contract- <i>Daily running costs</i></td> </tr> <tr> <td>Neptune – WSC</td> <td>£115.20</td> <td>BACS</td> <td>Investigate hot water – <i>Daily running costs</i></td> </tr> <tr> <td>D Jones – R&A</td> <td>£500.00</td> <td>BACS</td> <td>Burial Plot – <i>R&A</i></td> </tr> <tr> <td>Sevenside Security – QCC/KCC</td> <td>£180.00</td> <td>BACS</td> <td>Annual Maintenance Contract</td> </tr> <tr> <td>Spot on Supplies – QTC</td> <td>£67.44</td> <td>BACS</td> <td>Cleaning Materials – <i>Daily running costs</i></td> </tr> <tr> <td>Broxap – R&A</td> <td>£451.20</td> <td>BACS</td> <td>Lift Assist Post – <i>FC.089/17-18</i></td> </tr> <tr> <td>Broxap – KSP</td> <td>£181.87</td> <td>BACS</td> <td>Upright Goal Post – <i>Repairs & Maint</i></td> </tr> <tr> <td>S Merrett Services – WSC</td> <td>£600.00</td> <td>BACS</td> <td>Verti Draining – <i>Ground Maintenance</i></td> </tr> <tr> <td>Argos Ltd – KSP</td> <td>£332.94</td> <td>D/Card</td> <td>Electric Cooker – <i>C.041/17-18</i></td> </tr> <tr> <td>Amazon – QTC</td> <td>£20.08</td> <td>D/Card</td> <td>Diary & litter picker – <i>Daily running costs</i></td> </tr> <tr> <td>Amazon – QTC</td> <td>£14.98</td> <td>D/Card</td> <td>Mouse Mat & Wrist Support – <i>D running costs</i></td> </tr> <tr> <td>Buckingham Nurseries – R&A</td> <td>£332.80</td> <td>D/Card</td> <td>Supply of Hawthorn – <i>R.066/17-18</i></td> </tr> <tr> <td>Wiserhosting – QTC</td> <td>£20.40</td> <td>D/Card</td> <td>Email Accounts – <i>Daily running costs</i></td> </tr> </table>				Spot on Supplies – QCC	£5.39	BACS	Cleaning Materials – <i>Daily running costs</i>	SLCC – QTC	£80.00	BACS	Training costs – <i>Training budget</i>	Spot on Supplies – WSC	£54.46	BACS	Cleaning Materials – <i>Daily running costs</i>	D Jones – R&A	£500.00	BACS	Burial Plot – <i>R&A</i>	HMRC – QTC	£9956.98	BACS	Tax & NI - 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The following expenses were clarified:

- Neptune Costs for Waterwells Sports Centre
- Tax & NI Costs
- Wrist Support and Mouse Mat
- Litter Picker - Cllr Logan advised that there are litter pickers already in stock which can be used in the future.
- Hawthorne for the allotments

Noted

F.116/17-18 To Note the following Accounts Paid by cheque prior to the Publication of the Agenda.

E Coleman – <i>KCC</i>	£93.50	005701	Refund booking fee
Royal British Legion – <i>QTC</i>	£22.00	005702	Wreath

The following expenses were clarified:

- Refund for E Coleman

Noted

F.117/17-18 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda. The following payments were read out by the Clerk for approval.

Cash – <i>QTC</i>	£1000.00	005703	Firework Float
Mrs J Webster – <i>QTC</i>	£22.31	BACS	Mileage expenses
M&D Property – <i>QTC/R&A/KCC/KSP/WSC/QCC</i>	£3360.48	BACS	Maintenance Contract

Cllr Lee **PROPOSED** to approve the above expenditure listed and as read out by the Clerk with the proviso that future invoices from M&D are broken down between labour and materials.

*Seconded: Cllr G Smith: Vote Unanimous: **So resolved***

F.118 /17-18 Accounts & Budget Progress 2017/18

The accounts for October 2017, including budget progress were reviewed and expenditure for October reviewed and Budget Progress Sheet and Bank reconciliations signed. Hiring Statistics were reviewed for all community buildings.

A lengthy discussion took place regarding the overspent categories for Waterwells Sports Centre and Kingsway Sport Pavilion. Cllr G Smith agreed that further regard is required regarding these two venues when considering expenditure.

Cllr Smith **PROPOSED** the accounts for October 2017, including the budget progress forms, be accepted on the proviso that expenditure for Waterwells & Kingsway Sport Pavilion are examined more thoroughly.

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

Cllr Logan referred to the income for Waterwells with a concern that it has dipped. Mrs Webster clarified the reasons behind this. Cllr Pearce suggested targeting small business. Cllr Logan suggested targeting training agencies.

Action: Mrs Webster to contact the above in order to promote the use of Waterwells further during the day.

Mrs Webster reminded members that their respective committees now need to start thinking about their financial requirements for the forthcoming financial year.

F.119/17-18	<p>To consider and agree expenditure not exceeding £500.00 for Grant Application from Kingsway and Quedgeley Men's Shed.</p> <p>Members considered the application and agreed to defer to a future meeting to provide an opportunity for the applicant to better itemise the items and provide a true value of the project.</p> <p>Action: Mrs Webster to contact the applicant for further information.</p>
F.120/17-18	<p>To consider and agree expenditure not exceeding £1000.00 for Grant Application from Gloucestershire Bundles.</p> <p>Members considered the application. Cllr Logan PROPOSED to decline the application based on healthy accounts supplied. Seconded: Cllr G Smith: Vote: Unanimous: So resolved</p>
F.121/17-18	<p>To consider and agree expenditure not exceeding £900.00 for Grant Application from Sharpe Life & Learning.</p> <p>Members considered the application. Cllr Logan expressed a concern regarding the projected surplus stated on the application - v- the projected surplus supplied by the accounts. Cllr Logan PROPOSED to defer the application on this basis and suggested the applicant might want to reconsider the application in light of the accounts supplied. Seconded: Cllr G Smith: Vote Unanimous: So resolved</p> <p>Action: Mrs Webster to contact the applicant for a revised application.</p>
F.122/17-18	<p>Items from Community Buildings Committee: Cllr G Smith reported on a meeting recently attended by himself and another councillor at Waterwells Sports Centre. He confirmed that QWFC had been approached by Target 2000 offering a grant and a survey of the electricity bills. QWFC require more floodlighting for the main pitch. QTC attended the meeting with a view to discussing solar panels. Cllr Smith confirmed that there is a possibility of a grant and QWFC would be applying. There would be no expenditure levied to QTC. Cllr Pearce and Cllr Logan both expressed concerns regarding the above and the ongoing expenditure that further floodlights would incur, which would be levied to QTC. Cllr Logan asked that QWFC should be left in no doubt that QTC are the landlords and no decisions can be made without the agreement of QTC.</p> <p>Cllr G Smith PROPOSED to waive the hiring fees of £32.00 for GKR Karate, however any further requests must be made by means of a grant application. Seconded: Cllr Lee: Vote: Unanimous: So resolved</p> <p>Nothing further to report</p>
F.123/17-18	<p>Items from Recreation & Amenities Committee: Cllr G Smith advised that the main topic at present is the fast approaching Firework Display. Cllr Pearce confirmed that he would heading up this event. He was hopeful that young cadets would be present for crowd control purposes and the Police would be present. It was agreed that councillors should be reminded of the event to ensure enough volunteers are present on the gates. Cllr Logan agreed to move the poster currently on the side of the Sport Pavilion to the front for better visibility.</p> <p>Action: Mrs Webster to email all councillors/Cllr Logan to re align Firework Poster</p>
F.124/17-18	<p>Items from Planning & Development Committee: Nothing to report</p>

F.125/17-18	Further Business for Referral: Debrief at next R&A regarding the Fireworks Event.

Meeting concluded: 8.50pm

Next Meeting due to be held on 4th December 2017 at 7.30pm – Quedgeley Community Centre