

Minutes of the **Finance and General Purposes Committee** held on Monday 4th December 2017 at Quedgeley Community Centre at 7.30pm.

PRESENT Cllr G Smith (Chair), Cllr C Pearce, Cllr Nick Lee and Cllr Logan

OFFICER PRESENT: Mrs J Webster, Town Clerk & RFO

F.126/17-18	<p>Apologies Apologies were received and noted from Cllr S Smith and Cllr Mrs Hanks</p>																																																																																																														
F.127/17-18	<p>Declarations of Interest None</p>																																																																																																														
F.128/17-18	<p>To Approve the Minutes dated – 6th November 2017 Cllr Smith PROPOSED to adopt the above Minutes as a true and accurate record of the meeting with an amendment to show Cllr Logan present at the meeting. <i>Seconded: Cllr Lee: Vote unanimous: So resolved</i></p>																																																																																																														
F.129/17-18	<p>To report on previous actions set on 6th November 2017 <i>F118/17-18: Mrs Webster confirmed this was ongoing F119/17-18: Action complete F121/17-18: Action complete F123/17-18: Action complete F123/17-18: Action complete</i></p>																																																																																																														
F.130/17-18	<p>Correspondence Confirmation of ongoing membership for CPRE Open Spaces Society – to consider and agree expenditure not exceeding £45.00 for annual subscription renewal. Members agreed to decline ongoing membership.</p>																																																																																																														
F.131/17-18	<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="352 1312 1573 2195"> <tr><td>Spot on Supplies – KCC</td><td>£117.25</td><td>BACS</td><td>Cleaning materials – <i>Daily running costs</i></td></tr> <tr><td>Neptune – KCC</td><td>£99.00</td><td>BACS</td><td>Rectify heating issues – <i>Daily running costs</i></td></tr> <tr><td>GAPTC – QTC</td><td>£50.00</td><td>BACS</td><td>Training – <i>Training budget</i></td></tr> <tr><td>CIA Fire & Security – WSC</td><td>£106.80</td><td>BACS</td><td>Annual Maintenance – <i>Annual Services</i></td></tr> <tr><td>Spot on Supplies – KCC</td><td>£49.56</td><td>BACS</td><td>Cleaning materials – <i>Daily running costs</i></td></tr> <tr><td>Virgin Media – QTC</td><td>£77.22</td><td>BACS</td><td>Telephone charges – <i>Daily running costs</i></td></tr> <tr><td>Nature First – R&A</td><td>£960.00</td><td>BACS</td><td>Tree Surgery Druids 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	ASDA – <i>qcc</i>	£54.50	D/Card	2 x pop up Christmas trees – <i>C.036/17-18</i>
<p>The following expenses were clarified:</p> <ul style="list-style-type: none"> • Neptune Costs for Kingsway Community Centre • Harrisons – Dog Poop Bags • Quedgeley Community Centre lighting costs • White paint costs – Kingsway Sports Pavilion <p>Cllr G Smith advised that future costs could be incurred as there are heating issues at Quedgeley Community Centre.</p> <p>Noted</p>				
F.132/17-18	<p>To Note the following Accounts Paid by cheque prior to the Publication of the Agenda.</p>			
Cash – <i>R&A</i>		£1000.00	005703	Firework event float (reimbursed)
<p>Noted</p>				
F.133/17-18	<p>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 Cllr Pearce for approval.</p>			
Neptune – <i>qcc</i>		£869.18	BACS	Heating costs – <i>Daily running costs</i>
Mrs D Hughes – <i>qtc</i>		£34.63	BACS	Expenses
Kent CC – <i>qtc</i>		£118.86	BACS	Photocopier charges – <i>Daily running costs</i>
Mrs J Webster – <i>qtc</i>		£9.97	BACS	Expenses
M&D Property – <i>qtc/qcc/kcc/ksp/wsc/r&a</i>		£1249.04	BACS	Grounds maintenance and Handyman contract costs
<p>Cllr Smith PROPOSED to approve the above expenditure listed and as read out by Cllr Pearce.</p> <p>M&D are to be asked to clarify their hourly rate to enable members to better understand the charging schedule.</p> <p><i>Seconded: Cllr Lee: Vote: Unanimous: So resolved</i></p>				
F.134 /17-18	<p>Accounts & Budget Progress 2017/18</p> <p>The accounts for November 2017, including budget progress were reviewed and expenditure for November reviewed and Budget Progress Sheet and Bank reconciliations signed.</p> <p>Hiring Statistics were reviewed for all community buildings.</p> <p>Cllr Smith PROPOSED the accounts for November 2017, including the budget progress forms, be accepted.</p> <p><i>Seconded: Cllr Lee: Vote: Unanimous: So resolved</i></p>			
F.135/17-18	<p>To report on findings from Internal Controls – QTR 2 2017-18</p> <p>Cllr Smith reported on the latest internal control checks for QTR 2 (Oct – Dec 2017)</p> <p>Cllr Smith advised that now he is Chair of QTC, the role of checker had been passed to Cllr Potts. The checks were conducted on the 9th November and reported as follows:-</p> <ul style="list-style-type: none"> • Are bank accounts/statements reconciled upon receipt? • Does a member of the council review and countersign each reconciliation and statement? • Are petty cash payments regularly reconciled? • Do the number of employees and salaries paid accord with records? 			

- Has VAT been recorded and claimed?
- Is S137 expenditure separately identified?
- Is there adequate insurance for the employees, property and public events?
- Is the risk assessment reviewed annually?
- Are internal controls reviewed?
- Do all cheques require signatures from two authorised councillor?
- Are cheques and cash regularly banked?
- Is petty cash regularly reimbursed?
- Are minutes signed when approved?
- Does the RFO provide regular statements of income and expenditure against budgets?
- Have estimates and budgets been prepared?
- Are cheques and cash regularly balanced?
- Are all contracts dealt with in accordance with financial regulations?
- Have financial regulations been reviewed?

Cllr Smith confirmed all controls adequate.

5 Invoices were randomly picked:

Argos
Office Depot
Chosen Fire
Able Investigations
M&D Property Maintenance

The following checks conducted:

- Is there a works order for the invoice where required?
- Is the invoice checked against the official order prior to authorisation?
- Prior to payment is the invoice confirmed for receipt of goods and services?
- Do the signatures confirm the cheque or bacs on invoices?
- Are the payments reported to the F&GP or Full Council and recorded in the minutes?
- Have both signatories checked and initialled the counterfoil and signed the invoice?
- Are all purchases lawful?

Cllr Smith confirmed all controls adequate.

Cllr Pearce asked if the same questions are asked each time the audit takes place. Cllr Smith confirmed this was the case.

Members agreed that as they have confidence in the system, it might be the right time for future internal controls to take on a more sample process, rather than referring to the same questions each time. Mrs Webster to discuss further with Cllr Potts.

F.136/17-18

To consider and agree expenditure not exceeding £900.00 for Grant Application from Sharpe Life & Learning.

Members considered the application and remained unhappy with the supporting financial documents.

Members agreed to defer this application to the next finance meeting in January 2018 to allow time for the applicant to provide the business bank statement for up to and including 31.12.17.

Action: Mrs Webster to contact the applicant to obtain bank statement 31.12.17.

F.137/17-18	<p>To consider and agree expenditure not exceeding £150.00 to purchase 1 pop up display banner to support Saturday surgeries.</p> <p>Cllr Smith PROPOSED expenditure not exceeding £150.00 to purchase the above.</p> <p><i>Seconded: Cllr Lee: Vote: unanimous: So resolved</i></p>
F.138/17-18	<p>Items from Community Buildings Committee:</p> <p>Cllr Smith advised on the heating issues currently being experienced at QCC & KCC. The committee is currently doing their 'wish list' for 2018-19 budget. Cllr Pearce suggested that Neptune be contacted with regards to costing a pre-service of boilers prior to turning the heating on to avoid problems with the heating after turning on for the winter period.</p> <p>Nothing further to report</p>
F.139/17-18	<p>Items from Recreation & Amenities Committee:</p> <p>Cllr Smith advised that the main agenda item would be the de-brief of the Firework Display.</p> <p>Nothing further to report</p>
F.140/17-18	<p>Items from Planning & Development Committee:</p> <p>Nothing to report regarding the previous meeting. Cllr Smith provided a brief report on the current Clearwater issues.</p>
F.141/17-18	<p>Further Business for Referral:</p> <p>Cllr Smith asked if annual assessments are required regarding usage of the defibrillators. Members agreed that this is an impossible task as the defibrillators are available for public use. Mrs Webster confirmed that all defibs are subject to monthly safety returns. Cllr Logan referred to financial considerations on the R&A Agenda for 6.12.17.</p>

Meeting concluded: 8.30pm

Next Meeting due to be held on 8th January 2018 – Quedgeley Community Centre