

Minutes of the **Finance and General Purposes Committee** held on Monday 8th January 2018 at Quedgeley Community Centre at 7.30pm.

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

OFFICER PRESENT: Mrs J Webster, Town Clerk & RFO

F.142/17-18	<p>Apologies Apologies were received and noted from Cllr S Smith, Cllr Mrs Hanks, Cllr A Potts and Cllr J Logan</p>																																																																																																								
F.143/17-18	<p>Declarations of Interest None</p>																																																																																																								
F.144/17-18	<p>To Approve the Minutes dated – 4th December 2018 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.145/17-18	<p>To report on previous actions set on 4th December 2018 <i>F136/17-18: Mrs Webster confirmed as completed however no statement yet received from the applicant.</i></p>																																																																																																								
F.146/17-18	<p>Correspondence Request for donation from Open Spaces Society not exceeding £100.00. Cllr Pearce PROPOSED no donation. <i>Seconded: Cllr G Smith: Vote: 2 for, 1 against: So resolved</i></p>																																																																																																								
F.147/17-18	<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 1249 1552 2101"> <tr><td>D Jones – R&A</td><td>£50.00</td><td>BACS</td><td>Cremation Plot – <i>Quedgeley Cemetery</i></td></tr> <tr><td>Bartonsweb – QTC</td><td>£150.00</td><td>BACS</td><td>Website maintenance – <i>Daily running costs</i></td></tr> <tr><td>Imagin Products – QTC</td><td>£131.04</td><td>BACS</td><td>QTC ID Card – <i>Daily running costs</i></td></tr> <tr><td>MH Goals – WSC</td><td>£1814.40</td><td>BACS</td><td>Astro Goals – <i>C.052/17-18</i></td></tr> <tr><td>Spot on Supplies – KSP</td><td>£80.52</td><td>BACS</td><td>Cleaning materials – <i>Daily running costs</i></td></tr> <tr><td>T H White – KSP</td><td>£306.00</td><td>BACS</td><td>Tractor/Aerator – <i>Grounds Maintenance</i></td></tr> <tr><td>Purchase Power – QTC</td><td>£105.50</td><td>BACS</td><td>Franking Machine – <i>Daily running 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F.148/17-18	<p>To Note the following Accounts Paid by cheque prior to the Publication of the Agenda.</p> <p>None</p>
F.149/17-18	<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> <p>None</p>
F.150/17-18	<p>Accounts & Budget Progress 2017/18 The accounts for December 2017, including budget progress were reviewed and expenditure for December reviewed and Budget Progress Sheet and Bank reconciliations signed. Hiring Statistics were reviewed for all community buildings and members agreed that the income for 2017-18 for most centres remains healthy. A lengthy discussion took place regarding the ongoing grounds maintenance costs for Kingsway Sports Pavilion. Members agreed that the upkeep of the sport pitches should continue as they are with a consideration to attempting to increase usage of the sports pavilion building. Cllr Lee asked for clarification regarding newsletter costs – Mrs Webster confirmed that this budget had been used with agreement from the council for advertising of QTC events.</p> <p>The annual risk assessment was reviewed and agreed as being fit for purpose. No alternations required. Cllr Smith PROPOSED the accounts for December 2017, including the budget progress forms, be accepted. Cllr Smith PROPOSED the annual risk assessment be accepted in its current form.</p> <p><i>Seconded: Cllr Lee: Vote: Unanimous: So resolved</i></p>
F.151/17-18	<p>(a) To review Scribe and sample account documents provided. Members reviewed the samples supplied and agreed that the reports provided a far more professional approach to that supplied on excel. It was also noted that numerous large councils in and around Gloucestershire are already working on Scribe, with smaller budgets. Mrs Webster confirmed that support from Scribe is reliable.</p> <p>(b) To consider and agree expenditure not exceeding £584.40 for 12 months subscription to Scribe and agreement to switch accounts system from Excel to Scribe.</p> <p>Cllr Smith PROPOSED expenditure not exceeding £584.40 for 12 months subscription to Scribe and to introduce Scribe as the main account provider post 1.4.18. <i>Seconded: Cllr Lee: Vote: Unanimous: So resolved</i></p>

F.152/17-18	<p>To consider and agree expenditure not exceeding £1598.64 inc VAT for repairs work on faulty heating pump for Kingsway Community Centre.</p> <p>Members expressed concern regarding the costs involved and Cllr Pearce advised that the council should consider a service maintenance plan across all centres to better budget for unexpected large bills.</p> <p>Cllr Lee PROPOSED expenditure not exceeding £1598.64 inc VAT for repairs work on faulty heating pump for Kingsway Community Centre <i>Seconded: Cllr Smith: Vote: Unanimous: So resolved</i></p>
F.153/17-18	<p>To consider and agree expenditure not exceeding £5700.00 for end of season pitch maintenance at Kingsway Sports Pavilion. To consider and agree viring £5700.00 from reserves to cover the above costs prior to the new financial year.</p> <p>Mrs Webster clarified that the budget for the sports pavilion consistently runs in arrears due to the timescales involved in supporting the above process. She advised that to have the right machinery and materials in place in time for the end of season, the order must be placed imminently, however the budget is not received until the new financial year. The £5700 if vired could be used to order the materials/machinery and the new budget would then be in place for 2019 end of season pitch of maintenance. Each financial year would then run in order.</p> <p>Cllr Lee PROPOSED expenditure not exceeding £5700.00 for end of season pitch maintenance and to recommend to full council that £5700.00 should be vired from reserves.</p> <p><i>Seconded: Cllr Smith: Vote: Unanimous: So resolved</i></p>
F.154/17-18	<p>Items from Community Buildings Committee: Cllr Smith advised that the boiler at Quedgeley Community Centre continues to make a noise, however much improved. Mrs Webster agreed to contact Neptune regarding call out fees. Nothing further to report.</p>
F.155/17-18	<p>Items from Recreation & Amenities Committee: A brief discussion took place regarding councillor attendance at funerals in QTC cemetery. Nothing further to report.</p>
F.156/17-18	<p>Items from Planning & Development Committee: Nothing to report</p>
F.157/17-18	<p>Further Business for Referral: None</p>

Meeting concluded: 8.35pm

Next Meeting due to be held on 5th February 2018 – Quedgeley Community Centre