

Minutes of the **Finance and General Purposes Committee** held on Monday 5<sup>th</sup> February 2018 at Quedgeley Community Centre at 7.30pm.

**PRESENT** Cllr G Smith (Chair), Cllr C Pearce, Cllr J Logan and Cllr A Potts

**OFFICER PRESENT:** Mrs J Webster, Town Clerk & RFO

<b>F.158/17-18</b>	<b>Apologies</b> Apologies were received and noted from Cllr S Smith, Cllr Mrs Hanks and Cllr N Lee		
<b>F.159/17-18</b>	<b>Declarations of Interest</b> None		
<b>F.160/17-18</b>	<b>To Approve the Minutes dated – 8<sup>th</sup> January 2018</b> Cllr Smith <b>PROPOSED</b> to adopt the above Minutes as a true and accurate record of the meeting.  <i>Seconded: Cllr Logan: Vote unanimous: <b>So resolved</b></i>		
<b>F.161/17-18</b>	<b>To report on previous actions set on 8<sup>th</sup> January 2018</b> No previous actions to report		
<b>F.162/17-18</b>	<b>Correspondence</b> Email request to add Job Centre link to QTC website. Following a brief discussion, Cllr Smith <b>PROPOSED</b> to decline the request.  <i>Seconded: Cllr Logan: Vote: unanimous: <b>So resolved</b></i>		
<b>F.163/17-18</b>	<b>To Note the following Accounts Paid by means of electronic banking and debit card payment prior to the publication of the Agenda.</b>		
	Kent CC - <i>QTC</i>	£95.81	BACS Photocopier charges – <i>Daily running costs</i>
	HMRC – <i>QTC</i>	£2183.07	BACS Tax & NI Dec – <i>Salary costs</i>
	R Dalley – <i>KCC/QCC</i>	£105.00	BACS Window Cleaning – <i>Daily running costs</i>
	D Jones – <i>R&amp;A</i>	£500.00	BACS Burial Plot – <i>Quedgeley Cemetery</i>
	Neptune – <i>QCC</i>	£158.40	BACS Investigate Boiler – <i>Repairs &amp; Maint</i>
	Neptune – <i>KCC</i>	£59.40	BACS Investigate no heat – <i>Repairs &amp; Maint</i>
	Spot on Supplies – <i>KCC</i>	£55.22	BACS Cleaning Materials – <i>Daily running costs</i>
	Virgin Media – <i>QTC</i>	£67.96	BACS Telephone charges – <i>Daily running costs</i>
	D Jones – <i>R&amp;A</i>	£500.00	BACS Burial Plot – <i>Quedgeley Cemetery</i>
	D Jones – <i>R&amp;A</i>	£500.00	BACS Burial Plot – <i>Quedgeley Cemetery</i>
	BT – <i>WSC</i>	£117.49	BACS Internet – <i>Daily running costs</i>
	Spot on Supplies – <i>KCC</i>	£190.87	BACS Cleaning Materials – <i>Daily running costs</i>
	Spot on Supplies – <i>KCC</i>	£31.82	BACS Cleaning Materials – <i>Daily running costs</i>
	Star Fireworks – <i>R&amp;A</i>	£3816.00	BACS Fireworks – <i>R&amp;A Events</i>
	SLCC – <i>QTC</i>	£20.00	BACS SLCC AGM – <i>Training</i>
	Scribe – <i>QTC</i>	£584.40	BACS Accounting Package – <i>F151/17-18</i>
	Spot on Supplies – <i>KSP</i>	£77.00	BACS Cleaning Materials – <i>Daily running costs</i>
	Spot on Supplies – <i>WSC</i>	£28.22	BACS Cleaning Materials – <i>Daily running costs</i>
	Spot on Supplies – <i>KCC</i>	£82.67	BACS Cleaning Materials – <i>Daily running costs</i>
	Spot on Supplies – <i>QCC</i>	£7.13	BACS Cleaning Materials – <i>Daily running costs</i>
	Glosjobs – <i>QTC</i>	£30.00	BACS Cleaning job advert – <i>Advertising</i>

M&D Property – <b>QCC/KCC/WSC/KSP/R&amp;A</b>	£2427.83	BACS	Grounds Maintenance/handyman contract
Wiserhosting – <b>QTC</b>	£20.40	D/Card	Corporate Emails – <i>Daily running costs</i>
The following expenses were clarified:			
<ul style="list-style-type: none"> <li>• Split between Labour and Materials costs for M&amp;D Property</li> </ul>			

	<ul style="list-style-type: none"> <li>• WSC Internet – members asked for this to be put on the next Community Buildings Agenda for discussion on future use</li> <li>• Service Level contract for heating expenses for community buildings</li> </ul> <p><b>Noted</b></p>
<b>F.164/17-18</b>	<p><b>To Note the following Accounts Paid by cheque prior to the Publication of the Agenda.</b></p> <p>None</p>
<b>F.165/17-18</b>	<p><b>To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda.</b></p> <p><b>The following payments were read out by Cllr Pearce for approval.</b></p> <p>None</p>
<b>F.166/17-18</b>	<p><b>Accounts &amp; Budget Progress 2017/18</b></p> <p>The accounts for January 2017, including budget progress were reviewed and expenditure for January 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.</p> <p>The following budget items were discussed:</p> <ul style="list-style-type: none"> <li>• Cllr Logan noted that there would be an overspend in Staffing Costs. Mrs Webster advised that the 2018-19 budget had been increased accordingly.</li> <li>• Firework costs just paid.</li> <li>• Good income from Quedgeley Cemetery</li> <li>• Rental Fees have been paid to GCC for Kingsway Community Centre</li> <li>• Mrs Webster confirmed that a letter had been sent to GCC regarding Commuted Sums.</li> <li>• Mrs Webster was hopeful that the hiring fees for KSP would increase in the new financial year.</li> </ul> <p>Cllr Smith <b>PROPOSED</b> the accounts for January 2018, including the budget progress forms, be accepted.</p> <p><i>Seconded: Cllr Logan: Vote: Unanimous: <b>So resolved</b></i></p>

F.167/17-18	<p><b>To consider and agree draft budget 2018-19 presented by the RFO</b></p> <p>Members were presented with a Budget Proposal Form for 2018/19 together with the figures from the last year years and the possible precept figure for the forthcoming year.</p> <p>It was agreed that the budget heading for Quedgeley Town Youth Council should no longer be relevant and contributions to this account should currently cease.</p> <p>Cllr Smith <b>PROPOSED</b> to accept the draft budget as presented by the RFO with the precept of £243491 resulting in a 3.05% increase but nil increase to the tax payer as offset due to an increase in population.</p> <p><i>Seconded: Cllr Logan: Vote: Unanimous: <b>So resolved</b></i></p>
F.168/17-18	<p><b>To consider and agree expenditure not exceeding £100.00 to support grant application from The Crafty Club</b></p> <p>Following a brief discussion, it was agreed to defer this item to the next F&amp;GP meeting for further information supporting the application.</p> <p><b>Action:</b> Mrs Webster to contact the applicant for further information</p>
F.169/17-18	<p><b>To consider and agree expenditure not exceeding £755.00 for Independent Internal Auditor Iain Selkirk for Internal Audit financial year 2017-18</b></p> <p>Cllr Smith <b>PROPOSED</b> expenditure not exceeding £755.00 for the services of Internal Auditor Iain Selkirk</p> <p><i>Seconded: Cllr Logan: Vote: Unanimous: <b>So resolved</b></i></p>
F.170/17-18	<p><b>To consider and agree expenditure not exceeding £50.00 to commence Quality Gold Status.</b></p> <p>Cllr Smith <b>PROPOSED</b> expenditure not exceeding £50.00 to commence Quality Gold Status</p> <p><i>Seconded: Cllr Potts: Vote: Unanimous: <b>So resolved</b></i></p>
F.171/17-18	<p><b>Items from Community Buildings Committee:</b></p> <p>Cllr Potts advised that the previous meeting was very brief and the meeting due to be held on Monday 12<sup>th</sup> February has been cancelled.</p> <p>Nothing further to report</p>
F.172/17-18	<p><b>Items from Recreation &amp; Amenities Committee:</b></p> <p>Cllr Smith advised the following items were discussed:</p> <ul style="list-style-type: none"> <li>• The Dog Show</li> <li>• Fireworks Event</li> <li>• Playground Reports</li> <li>• Nature Reserve</li> </ul> <p>Cllr Logan asked about the events budget, in particular the costs relating to the Dog Show. Mrs Webster confirmed that all three event budgets are split in order to accurately gauge related costs.</p>
F.173/17-18	<p><b>Items from Planning &amp; Development Committee:</b></p> <p>Cllr Logan advised that the previous meeting had been brief and he was waiting for the outcome of one particular application with interest.</p>

	Members noted that although an appeal had been lodged regarding Clearwater Drive, nothing official had yet been received. Nothing to report
<b>F.174/17-18</b>	<b>Further Business for Referral:</b> None

Meeting concluded: 8.15

Next Meeting due to be held on 5<sup>th</sup> March 2018 – Quedgeley Community Centre