

Minutes of the **Finance and General Purposes Committee** held on Monday 3rd April 2018 at Quedgeley Community Centre at 7.30pm.

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

OFFICER PRESENT: Mrs J Webster, Town Clerk & RFO

F.001/18-19	<p>Apologies Apologies were received and noted from Cllr S Smith, Cllr Mrs Hanks, Cllr N Lee and Cllr A Potts Cllr Pearce asked after Cllr Mrs Hank's welfare. Mrs Webster confirmed that she had recently spoken to her however would contact her again to see how she is.</p>																																														
F.002/18-19	<p>Declarations of Interest None</p>																																														
F.003/18-19	<p>To Approve the Minutes dated – 5th March 2018 Cllr Smith PROPOSED to adopt the above Minutes as a true and accurate record of the meeting. <i>Seconded: Cllr Logan: Vote unanimous: So resolved</i></p>																																														
F.004/18-19	<p>To report on previous actions set on 5th March 2018 <i>F.193/17-18 – Mrs Webster confirmed this is now in place</i> <i>F.186/17-18 – See Agenda Item 10</i></p>																																														
F.005/18-19	<p>Correspondence Open Space Leaflet – Spring 2018 Vol 32 No 1 Thank you letter from The Crafty Club for grant award No further correspondence received</p>																																														
F.006/18-19	<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="344 1594 1570 2056"> <tr> <td>Neptune - WSC</td> <td>£79.20</td> <td>Bacs</td> <td>Investigate faulty heater – repairs & maintenance</td> </tr> <tr> <td>Spot on Supplies – KCC</td> <td>£62.39</td> <td>BACS</td> <td>Cleaning materials – daily running costs</td> </tr> <tr> <td>Spot on Supplies – QCC</td> <td>£138.74</td> <td>BACS</td> <td>Cleaning materials – daily running costs</td> </tr> <tr> <td>Signs Express – WSC</td> <td>£210.00</td> <td>BACS</td> <td>Repair signage – Repairs & maintenance</td> </tr> <tr> <td>C C Webster – R&A</td> <td>£9.90</td> <td>BACS</td> <td>Reimbursement Easter Eggs</td> </tr> <tr> <td>M&D Property – R&A/WSC/KCC/KSP/QCC/QTC</td> <td>£1115.49</td> <td>BACS</td> <td>Maintenance contract</td> </tr> <tr> <td>Mrs B Aldridge – KSP</td> <td>£15.08</td> <td>BACS</td> <td>Reimbursement Tarpaulin – Grounds Maintenance</td> </tr> <tr> <td>Buckingham Nursery – R&A</td> <td>£93.70</td> <td>BACS</td> <td>Nature Reserve – R.104/17-18</td> </tr> <tr> <td>Photobox – WSC/KCC/KSP/QCC</td> <td>£342.20</td> <td>BACS</td> <td>Photos – F.189/17-18</td> </tr> <tr> <td>Spot on Supplies – KCC</td> <td>£15.12</td> <td>BACS</td> <td>Cleaning materials – daily running costs</td> </tr> <tr> <td>Christy Floodlighting – WSC</td> <td>£1361.24</td> <td>BACS</td> <td>Annual maintenance – daily running costs</td> </tr> </table>			Neptune - WSC	£79.20	Bacs	Investigate faulty heater – repairs & maintenance	Spot on Supplies – KCC	£62.39	BACS	Cleaning materials – daily running costs	Spot on Supplies – QCC	£138.74	BACS	Cleaning materials – daily running costs	Signs Express – WSC	£210.00	BACS	Repair signage – Repairs & maintenance	C C Webster – R&A	£9.90	BACS	Reimbursement Easter Eggs	M&D Property – R&A/WSC/KCC/KSP/QCC/QTC	£1115.49	BACS	Maintenance contract	Mrs B Aldridge – KSP	£15.08	BACS	Reimbursement Tarpaulin – Grounds Maintenance	Buckingham Nursery – R&A	£93.70	BACS	Nature Reserve – R.104/17-18	Photobox – WSC/KCC/KSP/QCC	£342.20	BACS	Photos – F.189/17-18	Spot on Supplies – KCC	£15.12	BACS	Cleaning materials – daily running costs	Christy Floodlighting – WSC	£1361.24	BACS	Annual maintenance – daily running costs
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Total Gas – QCC	£646.81	BACS	Gas – <i>Daily running costs</i>
Help if we can – QTC	£25.00	BACS	Wreath – <i>F.188/17-18</i>
B&Q – KSP	£396.00	D/Card	New Kitchen Cabinets – <i>C.070/17-18</i>
Amazon – WSC	£19.74	D/Card	Extension Lead – <i>Daily running costs</i>
Kent County Council – QTC	£409.38	BACS	Photocopier – <i>Daily running costs</i>
direct365 – QCC	£133.78	D/Card	7 x toilet roll dispensers – <i>Daily running costs</i>
Severn Signs – QTC	£114.00	BACS	Pop up poster – <i>Daily running costs</i>
Spot on Supplies – QCC	£53.46	BACS	Cleaning materials – <i>Daily running costs</i>
Spot on Supplies – KCC	£63.08	BACS	Cleaning materials – <i>Daily running costs</i>
Spot on Supplies – wsc	£75.76	BACS	Cleaning materials – <i>Daily running costs</i>
IOG – QTC	£150.00	BACS	Membership renewal – <i>C.081/17-18</i>
Purchase Power – QTC	£126.40	BACS	Franking Machine – <i>Daily running costs</i>
Virgin Media – QTC	£136.79	BACS	Telephone costs – <i>Daily running costs</i>
Mrs S Barnett – R&A	£11.98	BACS	Reimbursement Easter Eggs
C C Webster – QTC	£39.99	BACS	Reimbursement Norton Anti-Virus – <i>Daily running costs</i>
Amazon – QTC	£2.55	D/Card	QTC Stamp – <i>Daily running costs</i>
QWFC – Grants	£150.00	BACS	Donation – <i>F.184/17-18</i>
Colin Clifford – QTC	£26.42	BACS	Mileage Expenses – <i>Staffing costs</i>

The following expenses were clarified:

- Kent County Council paid twice in error
- Request for further clarification regarding M&D rates.

Noted

F.007/18-19 To Note the following Accounts Paid by cheque prior to the Publication of the Agenda.

The Crafty Club – Grants	£100.00	005704	Grant Award
Petty Cash – QTC	£60.00	005705	Petty Cash

Noted

F.008/18-19 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.

HMRC – QTC	£1745.96	BACS	Tax & NI
Mrs J Webster – QTC	£11.74	BACS	Mileage expenses
Furniture at work – QTC	£592.80	BACS	Office Furniture – <i>F.190/17-18</i>

	<p>Cllr Smith PROPOSED to approve the above payments.</p> <p><i>Seconded: Cllr Logan: Vote: Unanimous: So resolved</i></p>
<p>F.009/18-19</p>	<p>Accounts & Budget Progress 2017/18</p> <p>The accounts for March 2018, including budget progress were reviewed and expenditure for March reviewed and Budget Progress Sheet and Bank reconciliations signed. It was noted that all buildings and in particular Quedgeley and Kingsway Community Centres have brought in a healthy income for the financial year 2017/18.</p> <p>.</p> <p>Cllr Smith PROPOSED the accounts for March 2018, including the budget progress forms, be accepted.</p> <p><i>Seconded: Cllr Logan: Vote: Unanimous: So resolved</i></p>
<p>F.010/18-19</p>	<p>To consider and agree expenditure not exceeding £500.00 to support grant application from Flutterbugs.</p> <p>Cllr Logan expressed a concern regarding the information supplied. Mrs Webster reminded members that any equipment placed in the Hall 2 garden for Kingsway Community Centre also benefits those users of the community centre in general when hired out for parties etc.</p> <p>Cllr Smith PROPOSED to agree expenditure not exceeding £500.00 to support the above grant application.</p> <p><i>Seconded: Cllr Pearce: Vote: 2 for, 1 against: So resolved</i></p>
<p>F.011/18-19</p>	<p>To consider and agree expenditure not exceeding £10016.35 for annual Town Council Insurance – 2018-19</p> <p>Cllr Pearce asked for clarification that the council shop around. Mrs Webster confirmed that Came & Co offered the most competitive deal and specialise in Parish & Town Council Insurance.</p> <p>Cllr Pearce also asked for clarification regarding the excess charges.</p>

	<p>Cllr Smith PROPOSED to agree expenditure not exceeding £10016.35 for the annual Town Council Insurance 2018-19.</p> <p><i>Seconded: Cllr Logan: Vote: Unanimous: So resolved</i></p>
F.012/18-19	<p>To consider and agree expenditure not exceeding £4614.21 to renew GAPTC membership 2018-19</p> <p>Members expressed a concern regarding this cost and the benefits received by the council as a result, especially now the Clerk is further qualified. It was agreed that Mrs Webster should provide a 'for and against' analysis for the next meeting where a decision would be made. Mrs Webster confirmed that the guidance from GAPTC states that resignation should be made by the preceding December and members agreed that as this guidance had only been received in February for the next financial year, this should also be queried.</p> <p>Action: Mrs Webster to access the pros and cons of remaining in GAPTC.</p>
F.013/18-19	<p>Items from Community Buildings Committee: Nothing to report.</p>
F.014/18-19	<p>Items from Recreation & Amenities Committee: Cllr Pearce advised nothing to report financially. The Easter Egg hunt went well with limited expenditure incurred. The Dog Show expenditure has also been assessed. Next meeting due 04/04/2018.</p>
F.015/18-19	<p>Items from Planning & Development Committee: Cllr Logan advised that the previous meeting was cancelled due to only 1 item on the agenda which was dealt with via email.</p> <p>Nothing further to report.</p>
F.016/18-19	<p>Further Business for Referral: Cllr Smith asked about the membership of F&GP and should it be only Chairs of Committees. Mrs Webster confirmed that previously any councillor has been invited to be a member of F&GP, however Chairs are automatically included in the membership. It was agreed that this format should remain.</p>

Meeting concluded: 8.15pm

Next Meeting due to be held on **Tuesday 8th May 2018** – Quedgeley Community Centre