

Minutes of the **Finance and General Purposes Committee** held on Tuesday 8<sup>th</sup> May 2018 at Quedgeley Community Centre at 7.30pm.

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

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

<b>F.017/18-19</b>	<b>Apologies</b> Apologies were received and noted from Cllr S Smith.																								
<b>F.018/18-19</b>	<b>Declarations of Interest</b> Cllr J Logan declared a personal interest in Agenda Item 15																								
<b>F.019/18-19</b>	<b>To Approve the Minutes dated – 3<sup>rd</sup> April 2018</b> Cllr Smith <b>PROPOSED</b> to adopt the above minutes as a true and accurate record of the meeting.  <i>Seconded: Cllr Pearce: Vote: 4 for, 1 abstain: <b>So resolved</b></i>																								
<b>F.020/18-19</b>	<b>To report on previous actions set on 3<sup>rd</sup> April 2018</b> <i>F.012/18-19 – JW to provide pros and cons for renewing GAPTC membership.</i>  Mrs Webster confirmed a pros and cons list had been circulated to committee members prior to the meeting and was included under Agenda Item 16																								
<b>F.021/18-19</b>	<b>Correspondence</b> Invoices from Glos City Council demanding Insurance for Kingsway Community Centre and Kingsway Sports Pavilion Mrs Webster advised members that 2 invoices had been received from Glos City Council requesting retrospective payment for buildings insurance for the above 2 buildings. This was despite being advised by GCC at the time of handover that buildings insurance would be covered by GCC and The Town Council would not be required to pay. Mrs Webster confirmed she is in negotiation at this moment in time with GCC with regards to whether these invoices need to be paid. Members agreed that Mrs Webster as the RFO should continue negotiations and not pay these invoices at this present time and expressed their disappointment in the way GCC had handled this matter. No further correspondence received.																								
<b>F.022/18-19</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> <table border="1"> <tr> <td>Cheltenham Surfacing Co – <i>WSC</i></td> <td>£3754.80</td> <td>BACS</td> <td>Resurfacing – <i>C.008/18-19</i></td> </tr> <tr> <td>HMRC – <i>qtc</i></td> <td>£1834.60</td> <td>BACS</td> <td>Tax &amp; NI – <i>Staffing Costs</i></td> </tr> <tr> <td>Spot on Supplies – <i>kcc</i></td> <td>£58.24</td> <td>BACS</td> <td>Cleaning materials – <i>Daily running costs</i></td> </tr> <tr> <td>GAPTC – <i>qtc</i></td> <td>£40.00</td> <td>BACS</td> <td>Training</td> </tr> <tr> <td>Kent County Council – <i>qtc</i></td> <td>£142.58</td> <td>BACS</td> <td>Photocopier materials – <i>Daily running costs</i></td> </tr> <tr> <td>Turfleet – <i>KSP</i></td> <td>£564.00</td> <td>BACS</td> <td>Grounds maintenance equipment – <i>F.152/17-18</i></td> </tr> </table>	Cheltenham Surfacing Co – <i>WSC</i>	£3754.80	BACS	Resurfacing – <i>C.008/18-19</i>	HMRC – <i>qtc</i>	£1834.60	BACS	Tax & NI – <i>Staffing Costs</i>	Spot on Supplies – <i>kcc</i>	£58.24	BACS	Cleaning materials – <i>Daily running costs</i>	GAPTC – <i>qtc</i>	£40.00	BACS	Training	Kent County Council – <i>qtc</i>	£142.58	BACS	Photocopier materials – <i>Daily running costs</i>	Turfleet – <i>KSP</i>	£564.00	BACS	Grounds maintenance equipment – <i>F.152/17-18</i>
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ICCM – <i>R&amp;A</i>	£90.00	BACS	ICCM Membership
Spot on Supplies – <i>KSP</i>	£49.79	BACS	Cleaning materials – <i>Daily running costs</i>
Spot on Supplies – <i>qcc</i>	£61.68	BACS	Cleaning materials – <i>Daily running costs</i>
Spot on Supplies – <i>kcc</i>	£206.68	BACS	Cleaning materials – <i>Daily running costs</i>
General reserves transfer	£150000	TFR	Precept transferred to general reserves
Chosen Fire – <i>wsc</i>	£137.40	BACS	Investigate fault & repair – <i>Repairs &amp; maintenance</i>
Chosen Fire – <i>qcc</i>	£2154.00	BACS	Supply, install & commission 7 new smoke detectors – <i>Repairs &amp; Maintenance</i>
C C Webster – <i>qtc</i>	£11.98	BACS	Storage boxes for office – <i>Daily running costs</i>
Virgin Media – <i>qtc</i>	£66.23	BACS	Telephone charges – <i>Daily running costs</i>
Office Depot – <i>qtc</i>	£121.13	BACS	Stationary – <i>Daily running costs</i>
Purchase Power – <i>qtc</i>	£105.50	BACS	Franking machine – <i>Daily running costs</i>
Mrs D Hughes – <i>qtc</i>	£2.00	BACS	Handwash – <i>Daily running costs</i>
IOG – <i>qtc</i>	£738.00	BACS	Groundsman training – <i>C.081/17-18</i>
Gloucester CC – <i>kcc</i>	£1250.00	BACS	KCC rental charges
Mr C Clifford – <i>qtc</i>	£21.13	BACS	Mileage expenses – <i>Staffing costs</i>
Storage King – <i>qtc</i>	£21.60	BACS	Shredding service – <i>Daily running costs</i>
Mansfield Sand – <i>KSP</i>	£1061.38	BACS	30 tonne sand – <i>F.152/17-18</i>
Turfleet – <i>KSP</i>	£1464.00	BACS	Grounds maintenance equipment – <i>F.152/17-18</i>
APM Fire – <i>kcc</i>	£72.00	BACS	Door lock investigation – <i>Repairs &amp; Maintenance</i>

Maxwell Amenity – <i>KSP</i>	£260.40	BACS	White Line Paint – <i>Daily running costs</i>
Flutterbugs – <i>Grant</i>	£500.00	BACS	Grant Award – <i>F.10/18-19</i>
Came & Co – <i>QTC</i>	£10016.35	BACS	Annual Insurance
M&D Property – <i>R&amp;A/WSC/KCC/KSP/QCC/QTC</i>	£1125.25	BACS	Maintenance Contract
Southwest Hygiene – <i>KSP</i>	£453.60	BACS	2 hand dryers – <i>New Equipment</i>

Members expressed concerns regarding the large payment to Chosen Fire for additional smoke detectors.

**Concerns included:**

Why was this expenditure granted by the Community Buildings Committee when it had not been accounted for and left very little capacity within the relevant budget heading for the remaining financial year?

Why did Chosen Fire receive the Works Order to undertake the work and the council did not seek 3 quotes to achieve the most cost-effective price?

Why did this work continue when Ellis Whittam had conducted a walk around and was satisfied that H&S was compliant in this building?

Can a Service Level Agreement be investigated sooner rather than later?

Cllr Smith confirmed that this expenditure had been granted through the Community Buildings Committee and was deemed necessary as a Health & Safety matter.

Mrs Webster confirmed that Chosen Fire was the Council's preferred provider however noted that additional comparisons should have been sought.

Mrs Webster confirmed that a Service Level Agreement was being looked into.

Members agreed that the Financial Regulations need to be updated to consider specific requirements from F&GP. **Noted**

Cllr Logan suggested that in the meantime, any payments being considered by committee which are over and above pre-budgeted amounts should be referred to F&GP and wherever possible 3 estimates are obtained to ensure best value for money, unless the matter is of an emergency or deemed necessary to ensure buildings are fit for use.

**Action:** Financial Regs to be deferred to June F&GP meeting.

**F.023/18-19 To Note the following Accounts Paid by cheque prior to the publication of the Agenda**

Help if we can – <i>QTC</i>	£25.00	005706	Wreath – <i>F.188/17-18</i>
Allotment Society – <i>R&amp;A</i>	£139.00	005707	Membership – <i>F.020/17-18</i>

**Noted**

**F.024/18-19 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda**

	Spot on Supplies – <i>qtc</i>	£75.59	BACS	Cleaning materials – <i>Daily running costs</i>
	Spot on Supplies – <i>kcc</i>	£101.63	BACS	Cleaning materials – <i>Daily running costs</i>
	Spot on Supplies – <i>qcc</i>	£17.23	BACS	Cleaning materials – <i>Daily running costs</i>
	Westlands – <i>kcc</i>	£21.36	BACS	Additional keys
	Harrisons – <i>qtc</i>	£972.00	BACS	Dog Poop Bags – <i>Daily running costs</i>
	APM Fire – <i>kcc</i>	£125.00	BACS	Supply & programme 10 fobs – <i>Daily running costs</i>
	Mrs J Webster – <i>qtc</i>	£34.93	BACS	Mileage expenses – <i>Staffing costs</i>
	<p>Cllr Smith <b>PROPOSED</b> to approve the above payments.  Secoded: Cllr Pearce: Vote: unanimous: <b>So resolved</b></p>			
<b>F.025/18-19</b>	<p><b>Accounts &amp; Budget Progress 2018/19</b>  The accounts for April 2018, including budget progress were reviewed and expenditure for April reviewed and Budget Progress Sheet and Bank Reconciliations signed.  Mrs Webster supplied comparison financial information on Scribe and advised that both excel and scribe systems will be run along side each other for the remainder of the 1<sup>st</sup> financial quarter after which time excel accounts will hopefully cease.</p> <p>Cllr Smith <b>PROPOSED</b> the accounts for April 2018, including the budget progress forms, be accepted.</p> <p>Secoded: Cllr Potts: Vote: unanimous: <b>So resolved</b></p>			
<b>F.026/18-19</b>	<p><b>Report back from Internal Controls QTR 3 and QTR 4 2017-18</b>  Cllr Smith confirmed the following for both quarterly checks:  5 random invoices selected and audit trail followed.  Random checks are conducted regarding the questionnaire following recommendation from previous F&amp;GP meeting.  Financial Regs are due to be reviewed.  Cllr Potts advised that Internal Controls vary from council to council however considered that those used by Quedgeley Town Council as very thorough.  Cllr Smith advised that during a random check on M&amp;D Property Invoice, service rates were discussed and Mrs Webster confirmed her understanding of them.  Members agreed that M&amp;D rates need to be defined more clearly to enable better understanding.  <b>Action:</b> Mrs Webster to confirm service rates with M&amp;D Property</p>			
<b>F.027/18-19</b>	<p><b>To consider and agree expenditure not exceeding £125.00 to paint the external walls for Quedgeley Town Council</b>  Cllr Smith <b>PROPOSED</b> expenditure not exceeding £125.00 for the above.</p>			

	Seconded: Cllr Potts: Vote: unanimous: <b>So resolved</b>
<b>F.028/18-19</b>	<p><b>To consider and agree expenditure not exceeding £837.00 to purchase 10 x reserved plaques for the memorial garden, inclusive of VAT</b> Mrs Webster confirmed that this should have been dealt with at R&amp;A however had not been placed on the agenda. Cllr Smith <b>PROPOSED</b> expenditure not exceeding £837.00 inclusive of VAT for the above purpose.</p> <p>Seconded: Cllr Potts: Vote: unanimous: <b>So resolved</b></p>
<b>F.029/18-19</b>	<p><b>To consider moving £500.00 allocated to Youth Council to Admin Reserves</b> <b>To consider moving £2500.00 allocated to R&amp;A to Admin Reserves</b> Mrs Webster explained that both these amounts had been placed in the 18/19 budget for specific reasons, however since then the council had opted not to spend these funds. Mrs Webster was keen to remove these amounts and place them into a contingency budget heading to eliminate the risk of them being spent incorrectly. Cllr Smith <b>PROPOSED</b> to move both the above amounts into Admin Reserves</p> <p>Seconded: Cllr Potts: Vote: unanimous: <b>So resolved</b></p>
<b>F.030/18-19</b>	<p><b>To consider expenditure not exceeding £200.00 to support grant application from Quedgeley Seniors Exercise Class.</b> Cllr Logan <b>PROPOSED</b> expenditure not exceeding £200.00 to support the above application.</p> <p>Seconded: Cllr Potts: Vote: unanimous: <b>So resolved</b></p>
<b>F.031/18-19</b>	<p><b>To consider expenditure not exceeding £250.00 to support Grant Application from Kingsway Resident's Association.</b> Cllr Pearce <b>PROPOSED</b> expenditure not exceeding £250.00 to support the above application.</p> <p>Seconded: Cllr Smith: Vote: 4 for, 1 abstain: <b>So resolved</b></p>
<b>F.032/18-19</b>	<p><b>To consider and agree expenditure not exceeding £4614.21 to renew GAPTC membership 2018/19. <i>Deferred from previous meeting.</i></b> Mrs Webster confirmed that a Pros and Cons list had now been supplied to councillors with a supporting email providing her thoughts. Mrs Webster expressed her concern regarding leaving GAPTC as this would effectively cut off her direct access to NALC and that the council had an obligation to ensure it kept abreast of new legislation. Cllr Potts asked why this matter had been deferred and Cllr Smith advised it was mainly a cost issue. It was important that the council ensures it is getting value for money. Cllr Smith's general view was that the council should renew its GAPTC membership. Cllr Pearce confirmed that the pros outweigh the cons, however remained concerned and unhappy with the system used by GAPTC to calculate the membership fee. QTC being a large council will always incur a larger fee with smaller councils receiving the same standard of service for a lesser fee. Cllr Potts suggested whether a special rate could be negotiated? Cllr Smith <b>PROPOSED</b> to renew the annual membership whilst making GAPTC aware that QTC remain unhappy with the annual fee. Cllr Logan put forward a counter <b>PROPOSAL</b> for the council to advise GAPTC that it has serious misgivings towards the cost of the annual subscription since QTC receive the same level of service of that of a</p>

	<p>smaller council and that at this moment in time GAPTC membership should not be renewed.</p> <p>Vote: 4 for, 1 against. <b>So resolved</b></p> <p>Mrs Webster advised that as the implications of this decision affects the entire council, this matter needs to be taken to Full Council for a final decision to be made and therefore only a recommendation can be made at this time.</p> <p>Members agreed that the Chief Executive of GAPTC should be invited to the next Full Council Meeting to provide a better explanation behind the fee mechanism.</p> <p><b>Action:</b> JW to invite Chief Exec to Full Council 21/5/18.</p>
<b>F.033/18-19</b>	<p><b>Items from Community Buildings Committee</b></p> <p>Cllr Potts invited Cllr Smith to report back.</p> <p>Cllr Smith advised that apart from the discussion already taken place regarding Chosen Fire, there was nothing further to report.</p>
<b>F.034/18-19</b>	<p><b>Items from Recreation &amp; Amenities Committee</b></p> <p>Nothing to report</p>
<b>F.035/18-19</b>	<p><b>Items from Planning &amp; Development Committee</b></p> <p>Nothing to report</p>
<b>F.036/18-19</b>	<p><b>Further Business for Referral</b></p> <p>Financial Regulations</p>

Date of Next Meeting – 4<sup>th</sup> June 2018, Quedgeley Community Centre at 7.30pm

Meeting Closed at 8.30pm