

Minutes of the **Finance and General Purposes Committee** held on Monday 4th June 2018 at Quedgeley Community Centre at 7.30pm.

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

OFFICER PRESENT: Mrs J Webster, Town Clerk & RFO

F.037/18-19	Apologies Apologies were received and noted from Cllr S Smith and Cllr Pearce																																								
F.038/18-19	Declarations of Interest None																																								
F.039/18-19	To Approve the Minutes dated – 8th May 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>																																								
F.040/18-19	To report on previous actions set on 8th May 2018 <i>F.022/18-19 – Financial Regulations to be updated – See Item 10 on the agenda.</i>																																								
F.041/18-19	Correspondence Thank you letter from Quedgeley Seniors Exercise Class for Grant Award. No further correspondence received.																																								
F.042/18-19	To Note the following Accounts Paid by means of electronic banking and Debit Card Payment prior to the publication of the Agenda. <table border="1" data-bbox="395 1131 1385 1964"> <tr> <td>RoSPA – R&A</td> <td>£264.60</td> <td>BACS</td> <td>Playground annual inspections</td> </tr> <tr> <td>Kingsway Residents Association – Grant</td> <td>£250.00</td> <td>BACS</td> <td>Grant – <i>F.031/18-19</i></td> </tr> <tr> <td>M&D Property – KCC/WSC/KSP/QCC/R&A</td> <td>£2223.09</td> <td>BACS</td> <td>Maintenance contract</td> </tr> <tr> <td>BT- wsc</td> <td>£125.04</td> <td>BACS</td> <td>Internet – <i>Daily running costs</i></td> </tr> <tr> <td>Virgin Media – qtc</td> <td>£63.93</td> <td>BACS</td> <td>Office Phone – <i>Daily running costs</i></td> </tr> <tr> <td>Spot on supplies – KSP</td> <td>£122.04</td> <td>BACS</td> <td>Cleaning materials – <i>Daily running costs</i></td> </tr> <tr> <td>Mrs J Webster – qtc</td> <td>£358.80</td> <td>BACS</td> <td>Reimbursement Teamviewer – <i>Daily running costs</i></td> </tr> <tr> <td>Pitney Bowes – qtc</td> <td>£101.45</td> <td>BACS</td> <td>Franking Machine Rental – <i>Daily running costs</i></td> </tr> <tr> <td>Spot on Supplies – qcc</td> <td>£211.75</td> <td>BACS</td> <td>Cleaning materials – <i>Daily running costs</i></td> </tr> <tr> <td>Spot on Supplies – wsc</td> <td>£146.76</td> <td>BACS</td> <td>Cleaning materials – <i>Daily running costs</i></td> </tr> </table>	RoSPA – R&A	£264.60	BACS	Playground annual inspections	Kingsway Residents Association – Grant	£250.00	BACS	Grant – <i>F.031/18-19</i>	M&D Property – KCC/WSC/KSP/QCC/R&A	£2223.09	BACS	Maintenance contract	BT- wsc	£125.04	BACS	Internet – <i>Daily running costs</i>	Virgin Media – qtc	£63.93	BACS	Office Phone – <i>Daily running costs</i>	Spot on supplies – KSP	£122.04	BACS	Cleaning materials – <i>Daily running costs</i>	Mrs J Webster – qtc	£358.80	BACS	Reimbursement Teamviewer – <i>Daily running costs</i>	Pitney Bowes – qtc	£101.45	BACS	Franking Machine Rental – <i>Daily running costs</i>	Spot on Supplies – qcc	£211.75	BACS	Cleaning materials – <i>Daily running costs</i>	Spot on Supplies – wsc	£146.76	BACS	Cleaning materials – <i>Daily running costs</i>
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Wiserhosting – <i>QTC</i>	£20.40	TFR	QTC Email accounts – <i>Daily running costs</i>
CIA Fire & Security – <i>wsc</i>	£618.00	BACS	Annual service contract
Mrs D Hughes – <i>qcc</i>	£6.69	BACS	Ant Spray – <i>Daily running costs</i>
Lockshop direct – <i>KSP</i>	£192.86	BACS	Door Closure – <i>H&S</i>
Office Depot – <i>QTC</i>	£38.27	BACS	Stationery – <i>Daily running costs</i>
Spot on Supplies – <i>KCC</i>	£162.76	BACS	Cleaning materials – <i>Daily running costs</i>
Spot on Supplies – <i>qcc</i>	£65.03	BACS	Cleaning materials – <i>Daily running costs</i>
Spot on Supplies – <i>KSP</i>	£58.32	BACS	Cleaning materials – <i>Daily running costs</i>
Spot on Supplies – <i>qcc</i>	£17.23	BACS	Cleaning materials – <i>Daily running costs</i>
Kent County Council – <i>QTC</i>	£409.38	BACS	Photocopier charges – <i>Daily running costs</i>
David Ogilvie – <i>QTC</i>	£690.00	BACS	10 x memorial plaques – <i>F.028/18-19</i>
D Jones – <i>R&A</i>	£1000.00	BACS	Burial plot preparation x 2
HMRC – <i>QTC</i>	£1686.67	BACS	Tax & NI – <i>Staffing costs</i>

Noted

Mrs Webster provided a brief breakdown in M&D Property costs. Mrs Webster confirmed that having contacted Neptune regarding a Service Level Agreement, they had confirmed that they do not provide this service for business users. Cllr Logan suggested contacting alternative firms.

Action: Mrs Webster to contact alternative firms regarding the provision of a Service Level Agreement for QTC buildings.

F.043/18-19 To Note the following Accounts Paid by cheque prior to the publication of the Agenda

Quedgeley Senior Exercise Class – <i>Grant</i>	£200.00	005708	Grant
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Noted

**F.044/18-19 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda
None on the agenda, 2 payments read out by the Clerk for approval.**

Werxco – qtc	£72.00	D/Card	Workwear for Cleaners – Daily running costs
Gloucester Locksmith – wsc	£5.40	D/Card	Height Restrictor Key & Gate – Daily running costs

Cllr Smith **PROPOSED** to approve the above payments.
Seconded: Cllr Logan: Vote: unanimous: **So resolved**

F.045/18-19 Accounts & Budget Progress 2018/19

The accounts for May 2018, including budget progress were reviewed and expenditure for May 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 1st financial quarter after which time excel accounts will hopefully cease.

Mrs Webster pointed out that she had been contacted by Quintech regarding an increase in their charge to provide workplace support. This would be placed on the next agenda with supporting information for consideration and a decision.

Members agreed that generated income remains healthy.

Cllr Smith **PROPOSED** the accounts for May 2018, including the budget progress forms, be accepted.

Seconded: Cllr Potts: Vote: unanimous: **So resolved**

F.046/18-19 To review and agree changes to Financial Regulations 2017

Members were issued with the Financial Regulations and suggestions for change prior to the meeting.

The following suggestions were considered and agreed:

Page 7, 3.4 – delete January and insert March. This change is in light of delays in receiving the tax base figure from GCC.

Page 11, 6.7 – delete ‘The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years’.
Members agreed that one blanket resolution is sufficient.

Page 11, 6.9 – delete ‘The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years’.
Members agreed that one blanket resolution is sufficient.

Page 15, 9.6 – To change the wording to ‘All receipts are entered in accordance with current practices’

Page 16, 11.1b – Change wording to ‘When it is to enter into a contract where the value is between £3000 and £50000 for the supply of goods or materials or for the execution of works or specialist services other than such

	<p>goods, materials, works or specialist services as are expected as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3000 and above £100, The Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10(3) above shall apply.</p> <p>Page 17, 11.1g – delete paragraph and replace with ‘Throughout the year, committees with delegated authority when considering spend must strive to remain within their relevant budget headings and any known deviation needs to be deferred to F&GP or Full Council. Immediate or emergency payments which are deemed necessary but potentially out of budget heading can be made out of committee and approved retrospectively.</p> <p>Cllr Logan asked if all payments need to be logged on the F&GP Agenda. Mrs Webster confirmed that it was a requirement in term of transparency, however would look up the legal definition.</p> <p>Cllr Logan asked if Financial Regulations need to be updated annually. Mrs Webster confirmed that all policies are reviewed on an annual basis and would like Financial Regulations to remain on this cycle. Mrs Webster to confirm the legal minimum requirement.</p> <p>Action: Mrs Webster to advice on requirement for logging payments and the recommended review cycle for Financial Regulations</p>
F.047/18-19	<p>Items from Community Buildings Committee Cllr Potts advised the previous meeting was not quorate Nothing to report</p>
F.048/18-19	<p>Items from Recreation & Amenities Committee Nothing to report</p>
F.049/18-19	<p>Items from Planning & Development Committee Nothing to report</p>
F.050/18-19	<p>Further Business for Referral Draft Financial Regulations to be put to Full Council Cllr Logan advised on the following: Standard of cleaning at Kingsway Sport Pavilion not acceptable – Mrs Webster confirmed that the cleaner had been on annual leave for a week and cleaned the changing room according to scheduled games. The height restrictor padlock needs to be addressed Alcohol was found on the premises – Mrs Webster advised that the council had provided agreement for those clubs who use the Pavilion to have and store alcohol in the kitchen provided they did not sell goods. BBQ’s found in the kitchen and burnt out areas on the grass. Mrs Webster advised she was unaware of this and agreed to investigate. Litter Picker sited on field with 2 dogs – Mrs Webster confirmed this was a voluntary litter picker not one from QTC. Cllr Potts asked about up to date signage to reflect the Town Council’s status. Mrs Webster confirmed that it had previously been agreed to change signage on a gradual basis and now that the buildings and Town Council Office had been done, it was now time to review the noticeboards and ad hock signs. It was agreed that this should be referred to the Community Buildings Committee</p>

Date of Next Meeting – 2nd July 2018, Quedgeley Community Centre at 7.30pm

Meeting Closed at 8.25pm