

Minutes of the **Finance and General Purposes Committee** held on Monday 2nd July 2018 at Quedgeley Community Centre at 7.30pm.

PRESENT: Cllr G Smith (Chair), Cllr Mrs Arnold, Cllr A Potts and Cllr C Pearce

OFFICER PRESENT: Mrs J Webster, Town Clerk & RFO

F.051/18-19	<p>Apologies Apologies were received and noted from Cllr J Hanks, Cllr Mrs McAllan and Cllr Logan</p>
F.052/18-19	<p>Declarations of Interest None</p>
F.053/18-19	<p>To Approve the Minutes dated – 4th June 2018 Cllr Smith PROPOSED to adopt the above minutes as a true and accurate record of the meeting. <i>Seconded: Cllr Pearce: Vote: Unanimous: So resolved</i></p>
F.054/18-19	<p>To report on previous actions set on 4th June 2018 F.042/18-19 – To contact alternative firms to obtain quote for Service Level Agreement – The clerk confirmed that this item remains outstanding and asked for it to be deferred. F.046/18-19 – To advice on requirement for logging payments and the recommended review cycle for Financial Regulations – The Clerk advised that she was unable to obtain legal advice on this matter as no longer a member of GAPTC, however having looked at other council’s agendas/publications, it was clear that under the transparency act, the council had an obligation to publish all payments over £500.00. Therefore, with the agreement of the council, F&GP agendas would now only publish payments made or in need of approval in excess of £500.00. All other payments would be read out at the time of the meeting. Members agreed with this course of action. The Clerk also advised that Financial Regulations should be renewed on an annual basis in line with QTC’s Risk Management Document and Standing Orders.</p>
F.055/18-19	<p>Correspondence To confirm that the Annual Return has been submitted in line with QTC deadline of 25.6.18 – The Clerk confirmed that this had been achieved. Request from Crest Nicholson to advertise on the Pavilion Fence for an income to QTC. Members felt that advertising should remain purely for the pavilion users and agreed not to pursue this. To consider and agree expenditure not exceeding £40.00 for LCR annual subscription fee. Mrs Webster confirmed that this amount is higher than normal due to QTC no longer being members of NALC. Cllr Smith PROPOSED to agree the above expenditure. <i>Seconded: Cllr Mrs Arnold: Vote: Unanimous: so resolved</i> Mrs Webster advised that with two new chairs of committees, they should be included on the forthcoming F&GP agendas and Cllr S Smith should be removed. No further correspondence received.</p>

F.056/18-19 To Note the following Accounts Paid by means of electronic banking and Debit Card Payment for £500.00 or over prior to the publication of the Agenda.

M&D Property – R&A, WSC, QCC, KCC, KSP, QTC	£2678.56	BACS	Maintenance Contract
Therebutnottheretommie – R&A	£776.30	D/Card	R.010/18-19 R.043/18-19
Iain Selkirk – QTC	£750.00	BACS	F.169/17-18
Neptune – WSC	£543.60	BACS	Annual Services
S Merrett – WSC	£9577.44	BACS	Ground Maintenance
Funtasia – QTC	£2000.00	BACS	Reimbursement of Security Deposit for Circus
QTC Transfer	£2000.00	BACS	FC.043/18-19

Mrs Webster read out the following payments made prior to the publication of the agenda.

Screwfix – QCC	£79.98	D/Card	Door Closers C.017(a)/18-19
Float – QTC	£100.00	Cash	Dog Show Float R.052/18-19
CGS Stores Ltd – QCC	£32.48	D/Card	Jumbo Toilet Dispenser C.017(b)/18-19
Virgin Media – QTC	£58.07	BACS	Telephone Charges – Daily running costs
Total Gas – QCC	£402.17	BACS	Gas Bill – Daily running costs
Mrs M Pardo – KCC	£80.00	BACS	Refunded Security Deposit
Maxwell Amenity – KSP	£191.70	BACS	Ground Maintenance Materials – Daily running costs
D Jones – R&A	£250.00	BACS	Cemetery Costs R.026/18-19
Office Depot – QTC	£31.67	BACS	Stationary – Daily running costs
Best Ltd – KSP	£156.00	BACS	Lightning Detector Test – Daily running costs
Best Ltd – KCC	£188.40	BACS	Lightning Detector Test –

				Daily running costs
	Neptune – QCC	£158.40	BACS	Annual Services
	Neptune – KSP	£207.60	BACS	Annual Services
	Neptune – KCC	£207.60	BACS	Annual Services
	Spot on Supplies – QCC	£70.70	BACS	Cleaning materials – Daily running costs
	Spot on Supplies – KCC	£140.03	BACS	Cleaning materials – Daily running costs
	Spot on Supplies – KSP	£81.73	BACS	Cleaning materials – Daily running costs
	Mr C Clifford – QTC	£31.70	BACS	Mileage Expenses – Daily running costs
	Gloucester CC – QTC	£188.71	BACS	AEO
	Spot on Supplies – KCC	£53.51	BACS	Cleaning materials – Daily running costs
	Spot on Supplies – KCC	£37.32	BACS	Cleaning materials – Daily running costs
	Jacksons' Fencing – R&A	£169.82	BACS	Woolstrop Play Area Gate – R.020(a)/18-19
	Purchase Power – QTC	£105.50	BACS	Franking Machine – Daily running costs
	<p>Noted</p> <p>Mrs Webster confirmed that the payment to Funtasia was the refunded security deposit placed by them to secure Fisher's Meadow for the Circus. Cllr Pearce asked about the Service Level Agreement for all buildings, in line with Neptune costs for annual services. Mrs Webster confirmed this remained ongoing.</p>			
F.057/18-19	<p>To Note the following Accounts Paid by cheque prior to the publication of the Agenda for £500.00 or over.</p> <p>None</p>			

F.058/18-19	<p>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.</p> <table border="1" data-bbox="395 327 1329 499"> <tr> <td data-bbox="395 327 630 394">Glos Cricket Board – KSP</td> <td data-bbox="635 327 858 394">£100.00</td> <td data-bbox="863 327 1102 394">BACS</td> <td data-bbox="1107 327 1329 394">Duplicate payment</td> </tr> <tr> <td data-bbox="395 400 630 499">Gloucester Locksmith – WSC/KSP</td> <td data-bbox="635 400 858 499">£31.79</td> <td data-bbox="863 400 1102 499">D/Card</td> <td data-bbox="1107 400 1329 499">Additional Keys – Daily running costs</td> </tr> </table> <p>Cllr Smith PROPOSED to approve the above payments. Seconded: Cllr Pearce: Vote: unanimous: So resolved</p>	Glos Cricket Board – KSP	£100.00	BACS	Duplicate payment	Gloucester Locksmith – WSC/KSP	£31.79	D/Card	Additional Keys – Daily running costs
Glos Cricket Board – KSP	£100.00	BACS	Duplicate payment						
Gloucester Locksmith – WSC/KSP	£31.79	D/Card	Additional Keys – Daily running costs						
F.059/18-19	<p>Accounts & Budget Progress 2018/19 The accounts for June 2018, including budget progress were reviewed and expenditure for June reviewed and Budget Progress Sheet and Bank Reconciliations signed. Mrs Webster supplied comparison financial information on Scribe.</p> <p>Cllr Smith PROPOSED the accounts for June 2018, including the budget progress forms, be accepted.</p> <p>Seconded: Cllr Mrs Arnold: Vote: unanimous: So resolved</p> <p>Mrs Webster advised that 2 sub accounts had been created to allow for the contingency amounts currently being put by each year. £2000.00 per year for Astro Reserves and £2000.00 per year for QCC Contingency budget. Mrs Webster wished to separate these amounts from the General Reserves and asked members to agree the course of action taken. She further advised that this course of action could be overturned if the council are not in agreement.</p> <p>Cllr Pearce advised that the council expects The RFO to make these decisions for the benefit of good accountancy and further transparency and members agreed to support the two new sub accounts.</p> <p>Mrs Webster asked for a further check to be put into the Quarterly Internal Controls for an online check to the bank account to view all accounts and to protect her in her role as RFO.</p> <p>Cllr Smith requested that this be put in place. Action: Mrs Webster to insert additional control measure to support online banking.</p>								
F.060/18-19	<p>Items from Community Buildings Committee Cllr McAllan the new chair for Community Buildings was not present. Nothing to report</p>								
F.061/18-19	<p>Items from Recreation & Amenities Committee Cllr Mrs Arnold was present Nothing to report</p>								
F.062/18-19	<p>Items from Planning & Development Committee Cllr Logan was not present Nothing to report</p>								
F.063/18-19	<p>Further Business for Referral</p>								

	The Clerk asked for the August Community Buildings Committee Meeting and August Full Council to be merged due to staff shortages. Mrs Webster to consult with all councillors.
--	--

Date of Next Meeting – 6th August 2018, Quedgeley Community Centre at 7.30pm

Meeting Closed at 8.30pm