

Minutes of the **Finance and General Purposes Committee** held on Monday 6th August 2018 at Quedgeley Community Centre at 7.30pm.

PRESENT: Cllr G Smith (Chair), Cllr J Logan and Cllr N Lee

OFFICER PRESENT: Mrs J Webster, Town Clerk & RFO

F.064/18-19	Apologies Apologies were received and noted from Cllr J Hanks, Cllr Mrs Arnold, Cllr T Potts and Cllr C Pearce																																								
F.065/18-19	Declarations of Interest None																																								
F.066/18-19	To Approve the Minutes dated – 2nd July 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.067/18-19	To report on previous actions set on 2nd July 2018 <i>F.059/18-19 – To insert additional control measure to Internal Controls to support online banking –</i> The clerk confirmed that this was currently in draft and would be in place in time for the next set of Internal Controls. Members agreed that in the absence of Cllr Potts, Cllr G Smith should perform the internal controls.																																								
F.068/18-19	Correspondence Feedback regarding Service Level Agreement for QTC boilers. The Clerk confirmed that having spoken to SK Heating, they suggested that without any history or understanding of the boilers, they would not consider any contract with QTC. Neptune, QTC's current provider also do not provide this service. Members agreed that Mrs Webster should contact SK Heating to discuss further. Thank you card from Wild Hogs Hedgehog Rescue for QTC donation of £200.00. Thank you email from Bulldog Rescue for QTC donation of £76.00. No further correspondence received.																																								
F.069/18-19	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. <table border="1"> <tr> <td>HMRC – QTC</td> <td>£2347.24</td> <td>BACS</td> <td>Tax & NI – June 2018</td> </tr> <tr> <td>Broxap – R&A</td> <td>£892.80</td> <td>BACS</td> <td>R.38/18-19(a)</td> </tr> <tr> <td>Glos City Council – KSP</td> <td>£1388.81</td> <td>BACS</td> <td>Back dated building insurance</td> </tr> <tr> <td>Glos City Council – KCC</td> <td>£1306.10</td> <td>BACS</td> <td>Back dated building insurance</td> </tr> <tr> <td>Transfer from General Reserves</td> <td>£50000.00</td> <td>TFR</td> <td>Precept transfer</td> </tr> <tr> <td>Glos City Council – KSP</td> <td>£2205.46</td> <td>BACS</td> <td>Back dated Gas Bills from West Mercia</td> </tr> <tr> <td>Glos City Council – KCC</td> <td>£4058.63</td> <td>BACS</td> <td>Back dated Gas Bills from West Mercia</td> </tr> <tr> <td>Glos City Council – KCC</td> <td>£1250.00</td> <td>BACS</td> <td>Rental Charges</td> </tr> <tr> <td>Glos City Council – KCC</td> <td>£1250.00</td> <td>BACS</td> <td>Back dated rental charges</td> </tr> <tr> <td>HMRC – QTC</td> <td>£2292.58</td> <td>BACS</td> <td>Tax & NI – July 2018</td> </tr> </table>	HMRC – QTC	£2347.24	BACS	Tax & NI – June 2018	Broxap – R&A	£892.80	BACS	R.38/18-19(a)	Glos City Council – KSP	£1388.81	BACS	Back dated building insurance	Glos City Council – KCC	£1306.10	BACS	Back dated building insurance	Transfer from General Reserves	£50000.00	TFR	Precept transfer	Glos City Council – KSP	£2205.46	BACS	Back dated Gas Bills from West Mercia	Glos City Council – KCC	£4058.63	BACS	Back dated Gas Bills from West Mercia	Glos City Council – KCC	£1250.00	BACS	Rental Charges	Glos City Council – KCC	£1250.00	BACS	Back dated rental charges	HMRC – QTC	£2292.58	BACS	Tax & NI – July 2018
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Intocleaning – QTC	£1152.00	BACS	Cleaning cover – maternity leave
D Jones – QTC	£500.00	BACS	Burial Plot preparation
M&D Property – R&A/QTC/QCC/KCC/KSP/WSC	£2584.24	BACS	Grounds maintenance/Handyman contract

Mrs Webster read out the following payments under £500.00 also made prior to the publication of the agenda.

The Post Office – QTC	£14.94	D/Card	Diaries
Zen Internet – QTC	£59.40	BACS	Website domain name
R Dalley – KCC/QCC	£105.00	BACS	Window Cleaning
Kent County Council – QTC	£222.13	BACS	Photocopier cartridges
Wiserhosting – QTC	£32.34	BACS	Email Accounts
Virgin Media – QTC	£60.41	BACS	Office Phone
British Telecom – WSC	£165.04	BACS	Internet
Purchase Power – QTC	£275.03	BACS	Franking Machine cartridges
Allcooper – QCC	£80.69	BACS	Alarm Service Contract
Spot on Supplies – KCC	£30.84	BACS	Cleaning materials
Mrs K J Simcock – R&A	£121.25	BACS	Dog Show costs
Toilets4hire – R&A	£84.00	BACS	Dog Show costs
Mrs J Webster – QTC	£6.00	BACS	Training day beverages
Simple Hygiene – KCC/QCC	£224.22	BACS	Cleaning materials
Spot on Supplies – KCC	£95.53	BACS	Cleaning materials
NALC – QTC	£40.00	BACS	LCR subscription
Mrs D Hughes- QTC	£51.06	BACS	Mileage Expenses
Mr C Clifford – QTC	£21.13	BACS	Mileage Expenses

Noted

Cllr Logan suggested contacting Ellis Whittam to establish the minimum requirement for fire inspections.
Members agreed that only payments exceeding £500.00 should be read out at future meetings as all payments can now be seen on the Scribe reports anyway.

F.070/18-19 To Note the following Accounts Paid by cheque prior to the publication of the Agenda for £500.00 or over.

None

F.071/18-19 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda

SW Hygiene – KCC	£278.40	BACS	Hygiene contract
Mrs J Webster – QTC	£54.59	BACS	Mileage expenses
SW Hygiene – QCC	£199.80	BACS	Hygiene contract
M&D Property Maint – R&A/WSC/QCC/KCC/KSP/QTC	£4782.22	BACS	Maintenance/Handyman contract
Maxwell Amenity – KSP	£177.60	BACS	Grounds materials
D Jones – R&A	£60.00	BACS	Burial plot preparation
Ellis Whittam – QTC	£38.04	BACS	H&S insurance

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F.072/18-19	<p>Accounts & Budget Progress 2018/19 The accounts for July 2018, including Summary of Receipts and Payments were reviewed. The Bank Reconciliation was signed. All information was supplied on Scribe. Mrs Webster asked members if they fully understood the information supplied to them. All members agreed that they understood.</p> <p>It was noted that whilst income for Waterwells Sports Centre remains down, a new booking could potentially increase revenue for this building.</p> <p>Cllr Smith PROPOSED the accounts for July 2018, including the Summary of Receipts and Payments, be accepted.</p> <p>Secoded: Cllr Lee: Vote: unanimous: So resolved</p>																																
F.073/18-19	<p>To consider and agree monthly expenditure not exceeding £150.00 for revised Quintech support contract. Mrs Webster provided information regarding the current contract -v- the newly proposed contract. Members agreed that a decision on this could not be made without obtaining alternative quotes first.</p> <p>This matter was deferred.</p>																																
F.074/18-19	<p>To review and agree the Grants Policy for 2018 Members agreed to change: Only one application per year will be considered to Only one application per calendar year will be considered</p> <p>Cllr Smith PROPOSED to adopt the 2018 Grants Policy with the above amendment. Secoded: Cllr Lee: Vote: Unanimous: So resolved</p>																																
F.075/18-19	<p>To agree to provide access to Utility Wise to manage all utility accounts on behalf of QTC. Mrs Webster advised she had been approached by Utility Wise who at no cost to the council would manage all utility accounts, including the updating of energy certificates for all buildings. Cllr Lee PROPOSED that QTC work with Utility Wise for the above. Secoded: Cllr Smith: Vote: Unanimous: So resolved</p>																																

F.076/18-19	<p>To agree allocation of monies towards KCC Gas Bills as per West Mercia forecast to provide for forthcoming back dated bills. Members agreed that QTC should terminate their contract with West Mercia. Mrs Webster agreed to work with Utility Wise to achieve a way forward. In the meantime, the forecast amounts supplied by West Mercia would be put aside to offset any forthcoming back dated bills.</p>
F.077/18-19	<p>Items from Community Buildings Committee Cllr McAllan the chair for Community Buildings was not present. Nothing to report</p>
F.078/18-19	<p>Items from Recreation & Amenities Committee Cllr Mrs Arnold was not present Cllr Smith reported that a survey had been undertaken on the trees at the back of Quedgeley Community Centre and as a result, local residents had been invited to the next R&A to discuss recent concerns. Any costs involved would be referred to R&A and ultimately to F&GP for a decision.</p> <p>Volunteers looking after the Waterwells fishing pond are doing a great job. Lots of maintenance being done at no cost to the council. Nothing further to report</p>
F.079/18-19	<p>Items from Planning & Development Committee Cllr Logan reported that at the last meeting, he was voted in as the chair for the forthcoming year. Nothing further to report</p>
F.080/18-19	<p>Further Business for Referral Committees to be mindful of what is placed on future agendas for approval. Members agreed that Chairs of Committees should be present at F&GP to achieve a good all round understanding of their respective committee budgets.</p>

Date of Next Meeting – 3rd September 2018, Quedgeley Community Centre at 7.30pm

Meeting Closed at 8.45pm