

Minutes of the **Finance and General Purposes Committee** held on Monday 5<sup>th</sup> November 2018 at Quedgeley Community Centre at 7.30pm.

**PRESENT:** Cllr G Smith (Chair), Cllr N Lee, Cllr G Williams, Cllr R Hughes, Cllr A Potts and Cllr C Pearce

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

F.110/18-19	<p><b>Apologies</b> Cllr J Hanks, Cllr Mrs McAllan and Cllr Mrs Arnold</p>																												
F.111/18-19	<p><b>Declarations of Interest</b> None</p>																												
F.112/18-19	<p><b>To Approve the Minutes dated – 1<sup>st</sup> October 2018</b> Cllr Smith <b>PROPOSED</b> to adopt the above minutes as a true and accurate record of the meeting.  <i>Seconded: Cllr Hughes: Vote: Unanimous: <b>So resolved</b></i></p>																												
F.113/18-19	<p><b>To report on previous actions set on 1<sup>st</sup> October 2018</b> <i>Clerk to feed back further on Service Level Agreements</i> The Clerk provided members with a comparison of costs between the current provider, Neptune and a potentially new provider, SK Heating. The Clerk confirmed that there could be a potential saving in moving provider, however Cllr G Smith advised that whilst there appear to be problems with the boiler for Quedgeley Community Centre, any talks of moving providers should be put on hold. Members agreed to put any changes on hold.</p>																												
F.114/18-19	<p><b>Correspondence</b> Thank you email from Kingsway Allotment Association  No further correspondence received.</p>																												
F.115/18-19	<p><b>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.</b></p> <table border="1" data-bbox="395 1480 1386 1738"> <tr> <td>PKF Littlejohn – <b>QTC</b></td> <td>£1200.00</td> <td>BACS</td> <td><i>Audit Fees</i></td> </tr> <tr> <td>M&amp;D Property Maint – <b>QCC/KCC/WSC/R&amp;A/QTC</b></td> <td>£4255.40</td> <td>BACS</td> <td><i>Grounds Maintenance/handyman contract</i></td> </tr> <tr> <td>Gloucester City Council – <b>KCC</b></td> <td>£1250.00</td> <td>BACS</td> <td><i>Rent</i></td> </tr> <tr> <td>Alfram – <b>KCC</b></td> <td>£702.00</td> <td>BACS</td> <td><i>Front door repairs – H&amp;S</i></td> </tr> <tr> <td>HMRC – <b>QTC</b></td> <td>£2409.50</td> <td>BACS</td> <td><i>Tax &amp; NI</i></td> </tr> <tr> <td>Intocleaning – <b>QTC</b></td> <td>£921.60</td> <td>BACS</td> <td><i>Maternity Cover</i></td> </tr> <tr> <td>Matt Hale – <b>R&amp;A</b></td> <td>£1248.00</td> <td>BACS</td> <td><i>Tree Surgery</i></td> </tr> </table> <p>Cllr Pearce asked for clarification regarding Alfram costs. Mrs Webster confirmed this was damage incurred to the Kingsway Community Centre front door due to high winds.  Noted</p>	PKF Littlejohn – <b>QTC</b>	£1200.00	BACS	<i>Audit Fees</i>	M&D Property Maint – <b>QCC/KCC/WSC/R&amp;A/QTC</b>	£4255.40	BACS	<i>Grounds Maintenance/handyman contract</i>	Gloucester City Council – <b>KCC</b>	£1250.00	BACS	<i>Rent</i>	Alfram – <b>KCC</b>	£702.00	BACS	<i>Front door repairs – H&amp;S</i>	HMRC – <b>QTC</b>	£2409.50	BACS	<i>Tax &amp; NI</i>	Intocleaning – <b>QTC</b>	£921.60	BACS	<i>Maternity Cover</i>	Matt Hale – <b>R&amp;A</b>	£1248.00	BACS	<i>Tree Surgery</i>
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F.116/18-19	<p><b>To Note the following Accounts Paid by cheque prior to the publication of the Agenda for £500.00 or over.</b></p> <table border="1" data-bbox="395 230 1385 264"> <tr> <td data-bbox="395 230 790 264">Firework Float – R&amp;A</td> <td data-bbox="790 230 962 264">£1000.00</td> <td data-bbox="962 230 1070 264">005713</td> <td data-bbox="1070 230 1385 264"><i>Float – to be reimbursed</i></td> </tr> </table> <p>Noted</p>	Firework Float – R&A	£1000.00	005713	<i>Float – to be reimbursed</i>
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F.117/18-19	<p><b>To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda Councillors were made aware of 2 further payments in excess of £500.00.</b></p> <p>None to report</p>				
F.118/18-19	<p><b>Accounts &amp; Budget Progress 2018/19</b></p> <p>Mrs Webster confirmed that due to time constraints, she was unable to produce the accounts for October 2018, including Summary of Receipts and Payments.</p> <p>Members agreed that October’s accounts, including bank reconciliations and stats on income could be reviewed during the next F&amp;GP meeting.</p>				
F.119/18-19	<p><b>Chain of Office</b>  <b>To consider and agree expenditure not exceeding £354.00 including VAT for Chairman’s chain of office.</b></p> <p>Cllr G Smith provided some background behind why this item was now under consideration. He confirmed that costs need to be kept to a limit, however as some time has elapsed since becoming a Town Council, members need to consider whether a chain of office is in the best interest of the community, QTC and falls within budget. Members were then invited to comment.</p> <p>All members, apart from Cllr C Pearce, supported the concept of a chain of office, although numerous concerns were also noted. It was agreed in general that provided the costs were kept to a minimum, a chain of office would be supported as Quedgeley is the 2<sup>nd</sup> largest Town Council in Gloucestershire and it should not be seen as an ego stoke, more an official identify for the Town Council.</p> <p>Cllr Pearce put forward his views and confirmed that a chain of office does not form part of the QTC’s philosophy. All members are volunteers and the council should rise above the need for regalia.</p> <p>Cllr Smith thanked all members for their honest opinions.</p> <p>Cllr Lee <b>PROPOSED</b> expenditure not exceeding £354.00 including VAT for Chairman’s chain of office.</p> <p><i>Seconded: Cllr Williams: Vote: 4 for, 1 abstain, 1 against: <b>So, resolved</b></i></p>				
F.120/18-19	<p><b>Items from Community Buildings Committee</b></p> <p>Cllr McAllan the chair for Community Buildings was not present.</p> <ul style="list-style-type: none"> <li>• Cllr Smith advised there had been an intrusion via Hall 2 of Quedgeley Community Centre, into the Social Club. Members voiced a concern regarding the strength of the external fire doors.</li> </ul>				

	<ul style="list-style-type: none"> <li>Ongoing heating issues in the Social Club which Neptune are exploring.</li> </ul> <p>Nothing further to report</p>
<b>F.121/18-19</b>	<p><b>Items from Recreation &amp; Amenities Committee</b> Cllr Mrs Arnold was not present</p> <ul style="list-style-type: none"> <li>Next meeting due to be held on Wednesday 7<sup>th</sup> November 2018, where the main topic for discussion is the Fireworks Display due to be held on Saturday 10<sup>th</sup> November 2018.</li> <li>Armistice Day arrangements are in place for Sunday 11<sup>th</sup> November 2018.</li> </ul> <p>Nothing further to report.</p>
<b>F.122/18-19</b>	<p><b>Items from Planning &amp; Development Committee</b> Cllr Potts advised that there was one item for discussion, that being Clearwater. The public enquiry is due to be on the 27<sup>th</sup> November 2018.</p> <p>Members agreed that Mrs Aldridge could speak on behalf of the council, however Mrs Webster advised that she would need a formal resolution to confirm what the contents of her speech should be. Cllr Hughes confirmed he would be happy also to speak.</p> <p><b>Action:</b> <i>Cllr Hughes and Mrs Aldridge to liaise.</i></p> <p>Nothing further to report.</p>
<b>F.123/18-19</b>	<p><b>Further Business for Referral</b> Cllr Pearce asked about the potential water bills for the allotments. Mrs Webster confirmed that no further information had been received.</p>

Date of Next Meeting – 3<sup>rd</sup> December 2018, Quedgeley Community Centre at 7.30pm

Meeting Closed at 8.20pm