

Minutes of the **Finance and General Purposes Committee** held on Monday 3rd December 2018 at Quedgeley Community Centre at 7.30pm.

PRESENT: Cllr G Smith (Chair), Cllr R Hughes, Cllr Mrs McAllan and Cllr C Pearce

OFFICER PRESENT: Mrs J Webster, Town Clerk & RFO

F.124/18-19	Apologies Cllr J Hanks, Cllr G Williams, Cllr N Lee, Cllr Mrs Arnold and Cllr A Potts																								
F.125/18-19	Declarations of Interest None																								
F.126/18-19	To Approve the Minutes dated – 5th November 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>																								
F.127/18-19	To report on previous actions set on 5th November 2018 <i>F.122/18-19 – Cllr Hughes and Mrs Aldridge to liaise re Clearwater Inquiry</i> This matter is complete.																								
F.128/18-19	Correspondence None																								
F.129/18-19	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>Kingsway Allotment Association – QTC</td> <td>£1449.96</td> <td>BACS</td> <td><i>Grant Application</i></td> </tr> <tr> <td>HMRC – QTC</td> <td>£2418.31</td> <td>BACS</td> <td><i>Tax & NI</i></td> </tr> <tr> <td>M&D Property Maint – R&A/WSC/KCC/QCC/KSP/QTC</td> <td>£2946.41</td> <td>BACS</td> <td><i>Maintenance & Handyman contract</i></td> </tr> <tr> <td>Scribe – QTC</td> <td>£584.40</td> <td>BACS</td> <td><i>Accounts Package annual fee 2019</i></td> </tr> <tr> <td>Intocleaning – QTC</td> <td>£1670.40</td> <td>BACS</td> <td><i>Agency staff cleaning costs</i></td> </tr> </table> Mrs Webster clarified Intocleaning costs. Noted	Kingsway Allotment Association – QTC	£1449.96	BACS	<i>Grant Application</i>	HMRC – QTC	£2418.31	BACS	<i>Tax & NI</i>	M&D Property Maint – R&A/WSC/KCC/QCC/KSP/QTC	£2946.41	BACS	<i>Maintenance & Handyman contract</i>	Scribe – QTC	£584.40	BACS	<i>Accounts Package annual fee 2019</i>	Intocleaning – QTC	£1670.40	BACS	<i>Agency staff cleaning costs</i>				
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F.131/18-19	To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda <table border="1"> <tr> <td>Hayden-Brown Plastics – KCC</td> <td>£672.00</td> <td>D/Card</td> <td>K.050/18-19</td> </tr> <tr> <td>David Ogilvie – QTC</td> <td>£152.40</td> <td>Bacs</td> <td>Memorial Plaque</td> </tr> <tr> <td>Crest Regalia – QTC</td> <td>£359.50</td> <td>D/Card</td> <td>F.119/18-19</td> </tr> <tr> <td>SW Hygiene – QCC</td> <td>£199.80</td> <td>Bacs</td> <td>Cleaning Materials</td> </tr> <tr> <td>SW Hygiene – KCC</td> <td>£278.40</td> <td>Bacs</td> <td>Cleaning Materials</td> </tr> <tr> <td>Virgin Media – QTC</td> <td>£67.43</td> <td>Bacs</td> <td>Office Telephone</td> </tr> </table>	Hayden-Brown Plastics – KCC	£672.00	D/Card	K.050/18-19	David Ogilvie – QTC	£152.40	Bacs	Memorial Plaque	Crest Regalia – QTC	£359.50	D/Card	F.119/18-19	SW Hygiene – QCC	£199.80	Bacs	Cleaning Materials	SW Hygiene – KCC	£278.40	Bacs	Cleaning Materials	Virgin Media – QTC	£67.43	Bacs	Office Telephone
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Spot on Supplies – QCC	£53.30	Bacs	Cleaning Materials
Spot on Supplies – KCC	£121.76	Bacs	Cleaning Materials
Spot on Supplies – KSP	£21.59	Bacs	Cleaning Materials
Purchase Power – QTC	£111.50	Bacs	Franking Machine
Mrs J Webster – QTC	£12.80	Bacs	Mileage Expenses
GAPTC – QTC	£190.00	Bacs	Councillor Training
N Bullock – QTC	£65.00	Bacs	Roof repairs
Ebay – QCC/KCC	£51.90	D/card	Water Urn replacement filters
Chosen Fire – KCC	£113.40	Bacs	Replacement fire extinguisher
Westlands – QTC	£10.68	Bacs	Replacement key
Spot on Supplies – KCC	£139.31	Bacs	Cleaning Materials
Spot on Supplies – WSC	£163.52	Bacs	Cleaning Materials
Kent County Council – QTC	£142.07	Bacs	Photocopier charges
Chosen Fire – WSC	£462.00	Bacs	Emergency lighting
Spot on Supplies – WSC	£131.48	Bacs	Cleaning Materials
Mrs D Hughes – QTC	£41.09	Bacs	Mileage Expenses
Virgin Media – QTC	£62.13	Bacs	Office Telephone
Spot on Supplies – KSP	£30.84	Bacs	Cleaning Materials
Spot on Supplies – KCC	£130.26	Bacs	Cleaning Materials
Pitney Bowes – QTC	£101.45	Bacs	Franking Machine rental
Spot on Supplies – QCC	£95.24	Bacs	Cleaning Materials
Pitchmark – KSP	£359.99	Bacs	White Line Paint
Passion First Aid – R&A	£96.00	Bacs	First Aid for Event
Mrs B Aldridge – KCC	£34.00	Bacs	KCC Paint
Asda – KCC	£52.95	D/Card	2 x xmas trees
SLCC – QTC	£12.50	Bacs	SLCC Meeting
Spot on Supplies – KCC	£61.68	Bacs	Cleaning Materials
Spot on Supplies – WSC	£57.62	Bacs	Cleaning Materials

Clarification was provided regarding the following payments:

- Chosen Fire
- Mr N Bullock

Cllr Pearce suggested that the time was right to re consider alternative premises for the Town Council Office Staff as the current building remains unfit for purpose. Members agreed that given 2 PWLB Loans are due to cease in 2019, this could be a consideration for the New Year.

Cllr Smith **PROPOSED** to approve the above payments.

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

F.132/18-19

Accounts & Budget Progress 2018/19

The accounts for October and November 2018, including Summary of Receipts and Payments were reviewed. The Bank Reconciliations were signed.

All information was supplied on Scribe.

Mrs Webster informed members that the income remains healthy, particularly for Quedgeley & Kingsway Community Centres.

Cllr Smith **PROPOSED** the accounts for October and November 2018, including the Summary of Receipts and Payments, be accepted.

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

Members agreed that wherever possible, Scribe accounts should be distributed to F&GP members in advance of the meeting.

F.133/18-19	<p>Internal Controls</p> <p>Mrs Webster provided an overview of Internal Controls for the benefit of new committee members.</p> <p>Quarter 1 – April – June 2018 was completed by Cllr A Potts. All checks proved satisfactory with no recommendations.</p> <p>Quarter 2 – July – September 2018 was completed by Cllr A Potts. All checks proved satisfactory with no recommendations.</p> <p>Cllr Smith PROPOSED that the F&GP Committee are satisfied with the outcome of Quarters 1 & 2. Seconded: Cllr Pearce: Vote: Unanimous: So resolved</p> <p>Cllr Pearce enquired after the works orders for M&D Property and PROPOSED that all future works orders for M&D be signed by either Mrs B Aldridge, Mrs S Barnett or Mrs J Webster.</p> <p>Seconded: Cllr Hughes: Vote: Unanimous: So resolved</p>
F.134/18-19	<p>Saturday Surgeries</p> <p>To consider and agree expenditure not exceeding £70.00 for custom print display tablecloth.</p> <p>Members referred to correspondence sent out previously.</p> <p>Cllr Hughes PROPOSED expenditure not exceeding £70.00 for the above.</p> <p>Seconded: Cllr Mrs McAllan: Vote: Unanimous: So resolved</p>
F.135/18-19	<p>Safe</p> <p>To consider and agree expenditure not exceeding £1140.00 for office safe.</p> <p>Members referred to 3 quotations.</p> <p>Members agreed to defer this matter to allow more time for Cllr Hughes and Mrs Webster to investigate further.</p>
F.136/18-19	<p>IT Support</p> <p>To consider and agree expenditure not exceeding £150.00 for IT Support.</p> <p>Mrs Webster explained that the current provider, Quintech are increasing their prices and as such an alternative cheaper provider, System Force had been approached.</p> <p>Cllr Pearce advised he had experience of working with System Force and could recommend them.</p> <p>Cllr Pearce PROPOSED that QTC move from Quintech to System Force for future IT Support.</p> <p>Seconded: Cllr Hughes: Vote: Unanimous: So resolved</p>
F.137/18-19	<p>Items from Community Buildings Committee</p> <p>Cllr McAllan the chair for Community Buildings advised the following:</p> <p>Office member, Mrs Barnett had met with a crime prevention officer regarding the safety of all 4 community buildings and would report back to the next Community Buildings Committee Meeting.</p> <p>Nothing further to report.</p>
F.138/18-19	<p>Items from Recreation & Amenities Committee</p> <p>Cllr Mrs Arnold was not present</p>

	<p>Cllr Pearce advised that the next R&A meeting is due to be held on Wednesday 5th December where a full de brief would take place regarding the Fireworks Display. It was noted that the event went extremely well once again, however there is a concern regarding road safety post event.</p> <p>No events now until Easter. R&A budget in general is working well, however virings may take place if necessary between budget headings.</p> <p>Nothing further to report.</p>
F.139/18-19	<p>Items from Planning & Development Committee</p> <p>Cllr Powell was not present. Mrs Webster advised that in future as Chair of Planning, he would be summoned to all future F&GP meetings.</p> <p>Cllr Smith advised that the only matter for discussion was that of Clearwater. The Inquiry took place at the City Council where QTC provided a good statement, backed up by Cllr Mark Hawthorne and Ron Hughes. Cllr Hughes advised that it was disappointing that a 4-day Inquiry in fact was dealt with in 1.5 days and Gloucester City Council put up no defence.</p> <p>Nothing further to report.</p>
F.140/18-19	<p>Further Business for Referral</p> <p>Safe</p>

Date of Next Meeting – 7th January 2019, Quedgeley Community Centre at 7.30pm

Meeting Closed at 8.20pm