

Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 5th February 2019 at 7.30pm.

PRESENT: Cllr G Smith, Cllr Pearce, Cllr Lee, Cllr Hughes and Cllr Mrs McAllan

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.158/18-19 Apologies.

Apologies were noted from Cllr Potts, Cllr Williams and Cllr S Smith

F.159/18-19 Declarations of Interest.

None received

F.160/18-19 To Approve the Minutes dated – 7th January 2019

Cllr Lee **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting

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

F.161/18-19 To report on previous actions set on 7th January 2019

None

F.162/18-19 Correspondence

None

F.163/18-19 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 Maint – R&A/WSC/KCC/QCC/KSP/QTC	£1966.57	BACS	<i>Maintenance & Handyman Contract</i>
M&D Property Maint – R&A/WSC/KCC/QCC/KSP/QTC	£958.49	BACS	<i>Maintenance & Handyman Contract</i>
HMRC – QTC	£2400.49	BACS	<i>Tax & NI</i>
Gloucester City Council – KCC	£1250.00	BACS	<i>Rental Fees</i>

Accepted and noted.

F.164/18-19 To Note the following Accounts Paid by **cheque prior to the Publication of the Agenda for £500.00 or over.**

None

F.165/18-19 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda.

The Clerk read out the following payments for approval

Hardwarexpress – QCC	£95.98	BACS	<i>QCC Repairs & Maintenance</i>
Spot on Supplies – KCC	£12.14	BACS	<i>Daily running costs</i>
Kent County Council – QTC	£409.38	BACS	<i>Daily running costs</i>
Glos Vale Conservation – R&A	£115.00	BACS	<i>Nature Reserve costs</i>
Quintech – QTC	£57.60	BACS	<i>IT Support – Daily running costs</i>
Neptune – WSC	£209.56	BACS	<i>Repairs & Maintenance</i>
APM Fire & Security – KCC	£15.16	BACS	<i>Annual Services</i>

Westlands – KCC	£12.82	BACS	<i>Daily running costs</i>
Werxco – QTC	£40.80	BACS	<i>Salary costs</i>
Spot on Supplies – KCC	£101.24	BACS	<i>Daily running costs</i>
Spot on Supplies – QCC	£66.36	BACS	<i>Daily running costs</i>
Post Office Shop – QTC	£12.34	BACS	<i>Stationary</i>
Imagin – QTC	£10.20	BACS	<i>Stationery</i>
Spot on Supplies – QCC	£144.58	BACS	<i>Daily running costs</i>
Chosen Fire – QCC	£165.00	BACS	<i>Annual Services</i>
Chosen Fire – WSC	£101.40	BACS	<i>Annual Services</i>
Chosen Fire – KSP	£297.60	BACS	<i>Annual Services</i>
Chosen Fire – KCC	£259.80	BACS	<i>Annual Services</i>
Virgin Media – QTC	£61.50	BACS	<i>Daily running costs</i>
Virgin Media – QTC	£118.20	BACS	<i>Daily running costs</i>
BT – WSC	£130.44	BACS	<i>Daily running costs</i>
Mrs D Hughes – QTC	£3.99	BACS	<i>Daily running costs</i>
Ironmongerydirect – KCC	£56.94	BACS	<i>KCC Improvements</i>
Spot on Supplies – QCC	£30.34	BACS	<i>Daily running costs</i>
SLCC – QTC	£392.00	BACS	<i>Annual subscription</i>
Rapid Secure – KSP	£264.00	BACS	<i>Police attendance – H&S</i>

The Clerk clarified the costs regarding Hardwareexpress and Ironmongerydirect.

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

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

F.166/18-19 Accounts/Budget Progress 2018/19

- Signing of Bank Reconciliations for January 2019
- Overview of expenditure by means of Summary of Receipt and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

The Clerk provided an overview of all income and expenditure and advised that the budget is where she would expect it to be for this time of year.

Cllr G Smith **PROPOSED** the accounts for January 2019 including the Summary of Receipts and Payments be approved.

Seconded Cllr Lee: Vote: Unanimous: **So resolved**

F.167/18-19 Litter Picking

To consider and agree expenditure not exceeding £90.00 for 10 pairs of safety gloves for community litter picking.

Cllr Lee **PROPOSED** the above expenditure.

Seconded: Cllr Smith: Vote: Unanimous: **So resolved**

F.168/18-19 Training

To consider and agree expenditure not exceeding £376.20 for Clerk to attend Practitioners Conference and to authorise delegated authority to Clerk to authorise training within the training budget annually.

Cllr Lee **PROPOSED** the above expenditure and delegated authority adding that professional development is very important.

Seconded: Cllr Smith: Vote: Unanimous: **So resolved**

- F.169/18-19 Suggestion Boxes**
To consider and agree expenditure not exceeding £150.00 for 5 suggestion boxes and suggestion cards.
Cllr Lee **PROPOSED** the above expenditure.
Seconded: Cllr Pearce: Vote: Unanimous: **So resolved**
Cllr Pearce expressed a slight concern regarding what these boxes might attract however members noted that this was a positive move in gauging community opinion and meeting Quality Gold Standard.
- F.170/18-19 Keep Safe Cards**
To consider and agree expenditure not exceeding £100.00 for 500 Keep safe cards for Saturday Surgeries.
Cllr Smith **PROPOSED** the above expenditure.
Seconded: Cllr Lee: Vote: Unanimous: **So resolved**
- F.171/18-19 Budget 2019-20**
The Clerk provided members with a full Budget Proposal which had been distributed prior to the meeting. Members noted each budget heading, including reasons for forecast increases, including committee wish lists and inflation. Cllr Hughes advised that not enough inflation had been placed towards next year's council tax.
- The Clerk advised that in accepting the draft budget, there would again be no monetary increase to the average tax payer and members agreed that with other increases on the horizon to the tax payer, Quedgeley Town Council should remain committed to ensuring that local residents do not suffer a further increase.
- Cllr Smith therefore **PROPOSED** to accept the precept figure of £246377 however ensuring that the inflation rate for Council Tax be increased to 6%, whilst decreasing the budget heading for election expenses.
Seconded: Cllr Hughes: Vote: Unanimous: **So resolved**
- Cllr Smith asked for Mrs Webster to be given a vote of thanks for a good job and for all her hard work.
- F.172/18-19 Items from Community Buildings Committee:**
a) Cllr Mrs McAllan advised that PIR's are on the next agenda to be considered for QCC carpark and the damaged height restrictor at Kingsway Sport Pavilion will also be considered.
Cllr Smith advised that at the next meeting he will be reporting on a request to have additional ovens in Hall 2 kitchen. It was agreed that this matter should be deferred to the next Community Buildings Committee meeting.
- F.173/18-19 Items from Recreation & Amenities Committee:**
Nothing to report
- F.174/18-19 Items from Planning & Development Committee:**
Cllr Lee advised he had received details regarding the greenhouses at the back of Parklands which are due to be removed and replaced by 3 houses.
Nothing further to report.
- F.175/18-19 Further Business for Referral:**
Budget Proposal 2019-20 to be referred to Full Council
Hall 2 ovens to be referred to Community Buildings.
- F.176/18-19 Date of Next Meeting – 4th March 2019, Quedgeley Community Centre, 7.30pm – noted.**

Meeting concluded: 20.30 hrs