

**Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 1<sup>st</sup> April 2019 at 7.30pm.**

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**PRESENT:** Cllr C Pearce, Cllr Hughes, Cllr Williams, Cllr Mrs McAllan and Cllr L Harries

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

In the absence of Cllr G Smith, Cllr Hughes **PROPOSED** that Cllr C Pearce should chair the meeting.  
 Seconded: Cllr Williams: Vote: Unanimous: **So resolved**

**F.001/19-20 Apologies.**  
 Apologies were noted from Cllr Lee, Cllr S Smith, Cllr A Potts and Cllr G Smith

**F.002/19-20 Declarations of Interest.**  
 None received

**F.003/19-20 To Approve the Minutes dated – 4<sup>th</sup> March 2019**  
 Cllr Pearce **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting  
 Seconded: Cllr Hughes: Vote: Unanimous: **So resolved**

**F.004/19-20 To report on previous actions set on 4<sup>th</sup> March 2019**  
 None

**F.005/19-20 Correspondence**  
 None

**F.006/19-20 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.**

Intocleaning – <b>QCC</b>	£518.40	BACS	<i>Daily running costs</i>
Intocleaning – <b>QCC</b>	£864.00	BACS	<i>Daily running costs</i>
Harrisons – <b>QTC</b>	£972.00	BACS	<i>Daily running costs</i>
Matt Hale – <b>R&amp;A</b>	£1500.00	BACS	<i>R.160/18-19</i>
Total Gas – <b>QCC</b>	£671.59	BACS	<i>Daily running costs</i>
CIA Fire & Security – <b>WSC</b>	£637.20	BACS	<i>Annual Services</i>
Broxap – <b>R&amp;A</b>	£947.94	BACS	<i>R.055/18-19</i>

Accepted and noted.

**F.007/19-20 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**  
 None

**F.008/19-20 To Note the following Accounts Paid by means of electronic banking/debit card payment or cheque under £500.00 prior to the Publication of the Agenda for £500.00 or over.**

SLCC – <b>QTC</b>	£37.50	BACS	<i>Councillor Training event</i>
Neptune – <b>KCC</b>	£364.49	BACS	<i>Repairs &amp; Maintenance</i>
Spot on Supplies – <b>QCC</b>	£78.55	BACS	<i>Daily running costs</i>
Virgin Media – <b>QTC</b>	£57.86	BACS	<i>Daily running costs</i>

Imagin – <b>QTC</b>	£15.00	BACS	<i>Daily running costs</i>
Chosen Fire – <b>KCC</b>	£127.20	BACS	<i>Repairs &amp; Maintenance</i>
Yell.com – <b>QTC</b>	£186.45	BACS	<i>Advertising</i>
SLCC – <b>QTC</b>	£62.50	BACS	<i>Staff/Councillor Training event</i>
Mrs J Webster – <b>QTC</b>	£11.74	BACS	<i>Mileage Expenses</i>
Sainsburys – <b>QTC</b>	£34.25	BACS	<i>F168/18-19</i>
Sainsburys – <b>R&amp;A</b>	£8.00	BACS	<i>Easter Egg Hunt</i>
Lidl – <b>QTC</b>	£4.99	BACS	<i>F168/18-19</i>

**F.009/19-20 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

Westlands – <b>KCC</b>	£12.82	BACS	<i>Replacement Key</i>
Spot on Supplies – <b>KCC</b>	£89.84	BACS	<i>Daily running costs</i>
Pitchmark – <b>KSP</b>	£359.99	BACS	<i>Daily running costs</i>
R Dalley – <b>KCC/QCC</b>	£115.00	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>KCC</b>	£104.16	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>WSC</b>	£18.50	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>KSP</b>	£24.50	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>QCC</b>	£66.36	BACS	<i>Daily running costs</i>
Spot on Supplies – <b>WSC</b>	£89.16	BACS	<i>Daily running costs</i>
Purchase Power – <b>QTC</b>	£132.08	BACS	<i>Daily running costs</i>
Neptune – <b>QCC</b>	£122.40	BACS	<i>Repairs &amp; Maintenance</i>
Mrs D Hughes – <b>QTC</b>	£24.11	BACS	<i>Mileage Expenses</i>
Mrs J Webster – <b>QTC</b>	£16.44	BACS	<i>Mileage Expenses</i>
Intocleaning – <b>QCC</b>	£864.00	BACS	<i>Daily running costs</i>
Neptune – <b>KCC</b>	£1274.64	BACS	<i>Repairs &amp; Maintenance</i>
M&D Property – <b>R&amp;A/QCC/WSC/KCC/QCC/QTC</b>	£1803.20	BACS	<i>Grounds Maintenance and Handyman contract</i>

The Clerk clarified the costs regarding Intocleaning.

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

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

**F.010/19-20 Accounts/Budget Progress 2018/19**

- Signing of Bank Reconciliations for March 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 for the end of year, confirming that the financial year of 2018/19 has been more challenging, however the budget overall has remained healthy.

Income has proved healthy and all centres, apart from Waterwells have met their projected targets.

Cllr Pearce **PROPOSED** the accounts for March 2019 including the Summary of Receipts and Payments be approved.

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

**F.011/19-20 To consider and agree expenditure not exceeding £500.00 inclusive of VAT to remove and shred confidential paperwork.**

The Clerk provided members with an overview of the extent of confidential waste currently being stored in the loft of the Town Council Offices and the need under GDPR to now having this removed in the correct manner. Other shredding providers had been approached, however only one quote had been received from Printwaste. Cllr Pearce asked about current storage of paperwork and Mrs Webster confirmed that she does work to a retention schedule and all current paperwork is marked up to show the correct destroy date.

Cllr Harries advised that the council could start considering going more paperless.

Cllr Hughes **PROPOSED** the above expenditure.

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

Members then agreed that further investigation should be made with regards to arranging a regular collection of confidential waste moving forward.

**Action:** *The Clerk to discuss with Printwaste*

**F.012/19-20 To consider and agree expenditure not exceeding £4102.96 for Annual GAPTC membership.**

For the benefit of new councillors, Cllr Pearce provided a brief overview of the benefits of being with GAPTC, including concerns previously raised during the last financial year regarding the membership costs.

Members were pleased that GAPTC are now making an allowance for Qualified Clerks and being a member of the Local Council Award Scheme.

Cllr Pearce **PROPOSED** the above expenditure.

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

Mrs Webster also provided members with an update on their current Quality Gold Application.

**F.013/19-20 To consider and agree viring £4930.00 from Staff Salaries to KSP Grounds Maintenance.**

The Clerk confirmed that a grounds maintenance salary cost had already been accounted for within the 2019/20 budget, however since then the groundsman has resigned. This leaves a surplus within the staffing salaries budget which needs to be offset to the Kingsway Pavilion budget to pay for alternative grounds maintenance arrangements.

Cllr Williams **PROPOSED** to vire the above amount from Staff Salaries to KSP Grounds Maintenance.

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

Members then discussed the tender process for the above. The Clerk confirmed that currently M&D Property undertake the grounds maintenance for the pavilion, having stepped in at the last minute. Other companies were also approached, however no other companies wished to quote.

Members agreed that a formal tender process should now take place for the Pavilion.

Cllr Williams **PROPOSED** that QTC revisit the tender process.

Seconded: Cllr Mrs McAllan: Vote: Unanimous: **So resolved**

**F.014/19-20 To consider and agree adding the following Committee Members onto the Lloyds Bank signatory List.**

- Cllr Anthony Potts
- Cllr Jan McAllan
- Cllr Greg Williams
- Cllr Ron Hughes
- Cllr Liam Harries

**To note the deleting of the following from Lloyds Bank Signatory List**

- Cllr Jean Hanks

**F.015/19-20 To consider and agree expenditure not exceeding £150.00 to sponsor either End of Season or Annual Tournament Trophy for QWFC.**

Cllr Pearce **PROPOSED** the above expenditure.

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

**F.016/19-20 To consider and agree expenditure not exceeding £26.00 for wreath to be laid by QTC at Menin Gate.**

Cllr Pearce **PROPOSED** the above expenditure.

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

**F.017/19-20 To consider actions from the QTC Action Plan.**

Cllr Hughes confirmed he is looking at the following:

1.8/4.1/4.4 – Identifying possible new premises for Town Council Office Staff  
1.12/ - Quedgeley/Kingsway definition/Council image

Mrs Webster confirmed she is looking at:

1.11 – Meetings  
1.13/1.5/1.9 – Business Cards

Cllr Pearce encouraged everyone to start choosing their areas of expertise.

**F.018/19-20 Items from Community Buildings Committee:**

Cllr Mrs McAllan advised on the following:-  
Security lights now installed in the Quedgeley Community Centre Car Park.  
Improved CCTV installed at Kingsway Community Centre  
A donation of £300 has been gratefully received from Quedgeley Social Club in respect of new CCTV at Quedgeley Community Centre.  
Nothing further to report

**F.019/19-20 Items from Recreation & Amenities Committee:**

Cllr Pearce advised the only main topic under consideration now is that of the Annual Easter Egg Hunt due to take place Easter Bank Holiday Monday at the Local Nature Reserve.

Nothing further to report.

**F.020/19-20 Items from Planning & Development Committee:**

Cllr Williams provided an update on a controversial planning application recently objected to by QTC.

Cllr Harries advised that the next planning meeting at GCC is on the 2<sup>nd</sup> April 2019, to which he will attempt to attend.

Cllr Hughes reported on the old barn in School Lane, Quedgeley, plans for which to destruct were objected to by QTC.

Nothing further to report.

**F.021/19-20 Further Business for Referral:**

Purchasing of Land at Fishers Meadow. Mrs Webster to report back.

**F.022/19-20 Date of Next Meeting – 7<sup>th</sup> May 2019, Quedgeley Community Centre  
7.30pm – noted.**

Meeting concluded: 20.40pm