

**Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday `1<sup>st</sup> July 2019**

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**PRESENT:** Cllr G Smith, Cllr L Harries, Cllr Potts, Cllr Pearce, Cllr Hughes and Cllr Williams

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

**F.055/19-20 Apologies**  
Cllr Mrs McAllan and Cllr S Smith  
Apologies noted.

**F.056/19-20 Declarations of Interest.**  
None received

**F.057/19-20 To Approve the Minutes dated – 3<sup>rd</sup> June 2019**  
Cllr Smith **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting  
Seconded: Cllr Williams: Vote: Unanimous: **So resolved**

**F.058/19-20 To report on previous actions set on 3<sup>rd</sup> June 2019**  
*F.044/19-20 – JW to confirm CO detectors for community centres – The clerk confirmed that there are no boilers in the kitchens of either centre and advise from M&D Property was that CO detectors are therefore not required.*  
*F.049/19-20 – JW to report back re sponsorship for Kingsway Rovers Football Club – see agenda item 13.*  
*F.052/19-20 – JW to investigate laptop for Planning and Development purposes – see agenda item 12.*

**F.059/19-20 Correspondence**  
The clerk confirmed that PWLB number 474564 has finished following a final payment made on 1<sup>st</sup> July 2019. 2 further loans remain outstanding.

**F.060/19-20 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.**

Gloucester City Council – <b>KCC</b>	£1250.00	BACS	<i>KCC rental fees</i>
D Jones – R&A	£600.00	BACS	<i>Burial Plot preparation</i>
Neptune – <b>KCC</b>	£1317.34	BACS	<i>Repairs &amp; Maintenance</i>
Intocleaning – <b>QTC</b>	£1161.12	BACS	<i>Salary costs</i>
M&D Property Maint – <b>R&amp;A/QCC/KCC/WSC/KSP/QTC</b>	£3040.62	BACS	<i>Handyman and grounds maintenance contract</i>
Transfer from reserves to current account – <b>QTC</b>	£50000.00	TRANS	<i>Precept transfer from reserves to current a/c</i>

Cllr Pearce asked members to note a minor discrepancy on the agenda relating to Neptune. The works order and actual payment made to Neptune was £1317.34, however the agenda states £1317.35. The payment confirmation slip was amended and signed by two signatories during the meeting and the minutes reflect the correct amount.  
No further concerns.

**Noted**

**F.061/19-20 To Note the following Accounts Paid by cheque prior to the Publication of the Agenda for £500.00 or over.**

**None**

Cllr Pearce questioned whether cheques are still in use. The Clerk confirmed that they are seldom used, however are still required at times.

Members advised that a contingency plan should be considered for the time when cheques may no longer be in existence.

**F.062/19-20 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.**

The Clerk read out the following payments for approval

All subsequent payments were read out, however none exceeding £500.00.

Cllr Smith **PROPOSED** to approve those payments read out.

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

**F.063/19-20 Accounts/Budget Progress 2019/20**

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

Mrs Webster apologised for the delay in sending out the financial information. This was due to internet access issues and the time constraints between the actual month end and the meeting date.

All members were sent financial information by email in time for the meeting, however paper copies were also provided at the meeting.

Members agreed that the information can be digested at leisure and any issues can be raised retrospectively, thus providing no concerns.

Mrs Webster provided an update on income for all buildings. Cllr Harries asked if the income is on track with original expectations. Mrs Webster confirmed that Kingsway Community Centre, Quedgeley Community Centre and Waterwells Sports Centre all appear to be on track, however Kingsway Sports Pavilion continues to fall behind, although a new user group has started using the pavilion which could improve income for this centre.

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

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

**F.064/19-20 Business Cards – To consider and agree expenditure not exceeding £250.00 to purchase business cards.**

Members agreed that generic business cards should be used rather than individual as this would be more cost effective.

Cllr Smith **PROPOSED** that generic business cards be purchased.

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

Cllr Hughes **PROPOSED** expenditure not exceeding £250.00 to purchase business cards.

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

**F.065/19-20 Pop up Banners – To consider and agree expenditure not exceeding £300.00 to purchase 5 QTC pop up banners for all centres.**

Mrs Webster advised that Cllr J Williams had brought forward this idea in line with the seminar action plan.

Members agreed that this supported the aspirations of the council.

Cllr Smith **PROPOSED** expenditure not exceeding £300.00 to purchase 5 pop up banners.

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

The risk factor was considered, and it was agreed that pop up banners form a low risk.

**F.066/19-20 Laptop – To consider and agree expenditure not exceeding £600.00 to purchase a new laptop for Planning and Development purposes.**

Mrs Webster advised that this had been deferred from Planning and Development as the current laptop is no longer fit for purpose.

Cllr Smith **PROPOSED** expenditure not exceeding £600.00 to support the above.

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

**Action:** Cllr Harries to liaise with office prior to purchase.

**F.067/19-20 Grant Application – To consider and agree Full Sponsorship for Kingsway Rovers Football Club not exceeding £750.00. \*deferred from previous meeting\***

Members noted the email correspondence forwarded by the Clerk, sent from Kingsway Rovers.

The contents explain that a local business has also been approached for sponsorship. Following much discussion, Cllr Harries **PROPOSED** full sponsorship not exceeding £750.00, to be changed to part sponsorship if the local business is already involved however with a condition that as QTC have already awarded a grant of £250.00, the council's name features on the front of the shirts.

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

**F.068/19-20 Items from Community Buildings Committee:**

Cllr McAllan not present

Nothing to report

**F.069/19-20 Items from Recreation & Amenities Committee:**

Cllr S Smith not present

Cllr Smith advised that the main topic was that of the Dog Show which this year was held at Kingsway Sports Pavilion and had been deemed a huge success.

Cllr Smith wished to express his thanks to Cllr McAllan for organising the event and to staff members, Mrs S Barnett and Mrs B Aldridge for their assistance on the day. Cllr McAllan should be commended for her effort.

Members agreed that the venue was better than Fisher's Meadow, the position proving beneficial for passing trade. Cllr Pearce advised there is room for expansion and the pavilion provides all the right facilities.

Cllr Smith advised that Fisher's Meadow had been left in a bad state following Circus Funtasia. Mrs Webster confirmed that she is holding onto their Security Deposit and this matter should be deferred to the next R&A meeting for footage to be viewed of the field and to allow time for councillors to visit the field to then make an informed decision regarding whether withholding monies can be justified.

**F.070/19-20 Items from Planning & Development Committee:**

Cllr Potts advised that the meeting benefitted from good discussions.

The main application related to the change of use of a retail unit to a gym, to which 2 members of the public were present. Quedgeley Town Council resolved to object to the application.

Cllr Potts wished to express his thanks to Mrs Aldridge who clerked the meeting and who put forward a good written objection on the council's behalf.

Nothing further to report.

**F.071/19-20 Further Business for Referral:**  
None

**F.072/19-20 Date of Next Meeting – 5th August 2019 – Quedgeley Community Centre at 7.30pm.**

Meeting concluded: 20.30pm