

Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 5th August 2019

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

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

- F.073/19-20 Apologies**
Cllr Mrs McAllan, Cllr S Smith and Cllr A Potts
Apologies noted.
- F.074/19-20 Declarations of Interest.**
Cllr Smith declared a personal interest for Agenda Item 13 – Grant Application.
- F.075/19-20 To Approve the Minutes dated – 1st July 2019**
Cllr Smith **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting
Seconded: Cllr Harries: Vote: Unanimous: **So resolved**
- F.076/19-20 To report on previous actions set on 1st July 2019**
F.066/19-20 – Cllr Harries to liaise with office re laptop – Cllr Harries confirmed that he had spoken with Mrs Aldridge and provided examples to explore further. Will chase for progress.
- F.077/19-20 Correspondence**
Letter from Lloyds Bank dated 23rd July 2019, confirming new signatories for QTC Current Account.
- F.078/19-20 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.**

Christy Floodlights – WSC	£1699.20	BACS	<i>Floodlight Annual Service</i>
Broxap – R&A	£1563.01	BACS	<i>Bollards for Fishers Meadow – R.015/19-20</i>
TNJ Events – R&A	£1600.00	BACS	<i>Refund Security Deposit</i>
M&D Property Maint – R&A/QCC/KCC/KSP/WSC/QTC	£3251.65	BACS	<i>Handyman and grounds maintenance contract</i>
Neptune – KCC/QCC	£502.80	BACS	<i>Remedial works following PAT testing</i>
Broxap – R&A	£576.00	BACS	<i>Recycling bin – R.008/19-20</i>
HMRC – QTC	£2480.16	BACS	<i>Tax & NI</i>
S Merrett Services – KSP	£7607.28	BACS	<i>Grounds maintenance materials</i>

Cllr Pearce asked for clarification on costs for S Merrett Services.

Noted

- F.079/19-20 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**

None

- F.080/19-20 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.**

All subsequent payments were read out.

Total Gas – QCC	£5139.22	BACS	<i>Gas</i>
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Harrisons – QTC	£972.00	BACS	<i>Dog bags</i>
HMRC – QTC	£2117.67	BACS	<i>Tax & NI</i>
M&D Property – R&A/QCC/KCC/WSC/KSP/QTC	£5251.75	BACS	<i>Handyman and grounds maintenance contract</i>

Mrs Webster provided some background for QCC Gas expenditure. Cllr Harries asked if costs can be reduced. Cllr Smith advised that new boilers had been put in 2 years prior which should offer a 20% reduction in energy costs. Solar panels have also been investigated, however proved too expensive.

M&D Property invoice was broken down to enable members to understand where costs arise.

Cllr Smith **PROPOSED** to approve those payments read out.
Seconded: Cllr Harries: Vote: unanimous: **So resolved**

F.081/19-20 Accounts/Budget Progress 2019/20

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

Cllr Harries asked for clarification re bank charges.

Cllr Smith **PROPOSED** the accounts for July 2019, including the Summary of Receipts and Payments be approved.
Seconded: Cllr Harries: Vote: Unanimous: **So resolved**

F.082/19-20 Waterwells Lights – To consider and agree expenditure not exceeding £2667.00 for lights - deferred from Community Buildings.

Mrs Webster confirmed that this item had originally been agreed at Community Buildings, however an incorrect amount had been agreed. For the purpose of legality, members were asked to reconsider the revised amount.

Cllr Williams **PROPOSED** expenditure not exceeding £2667.00 for Waterwells Lights.
Seconded: Cllr Harries: Vote: unanimous: **So resolved**

F.083/19-20 Internal Controls – To review internal controls for Quarter 1 2019-20 and to note any recommendations.

Cllr Hughes confirmed he had undertaken the internal control checks for Quarter 1 and found there to be no recommendations. All checks proving immaculate.

One previous recommendation from Quarter 4 2018-19 relating to reconciliation of petty cash had been rectified.

F.084/19-20 Viring of funds – To consider and agree viring £7000.00 from budget heading 2A Staffing Costs to budget heading 9E KSP Grounds Maintenance to meet ongoing costs.

Mrs Webster explained that budget heading 2A still has attributed monies for a groundsman for Kingsway Sports Pavilion, however the work is being undertaken by M&D with payment being taken from budget heading 9E.

Cllr Williams **PROPOSED** to vire £7000 from 2A to 9E.
Seconded: Cllr Pearce: Vote: unanimous: **So resolved**

F.085/19-20 Grant Application – To consider and agree expenditure not exceeding £250.00 to support grant application from Help if we Can.

Members showed concern regarding the wording of the application, however agreed that by reading through and gaining further information, the grant application was for a worthy cause.

Cllr Pearce **PROPOSED** to accept and agree expenditure not exceeding £250.00, on the basis that on further reading of the application, it proves to be a worthy cause and not just for refreshments. Cllr Pearce recognised that the application had been filled out incorrectly but the detail within was correct.

Seconded: Cllr Hughes: Vote: 4 for, 1 abstain: **So resolved**

F.086/19-20 Items from Community Buildings Committee:

Cllr McAllan not present

Cllr Smith advised that the new flooring had now been done at Quedgeley Community Centre. Cllr Smith has approached Quedgeley Carpets for a second quote to do the Flooring within the Social Club and will be taking this to the Community Buildings Committee.

Cllr Pearce asked for clarification regarding where expenditure for new office would be Dealt with. It was agreed that since currently all office expenditure falls under the responsibility of the F&GP committee, current practice should continue for the new office.

Members also agreed that wherever appropriate, extraordinary F&GP meetings will be held in order to provide a smooth transition from old offices to new.

The selling or leasing of 9C School Lane will come under the remit of Full Council only.

F.087/19-20 Items from Recreation & Amenities Committee:

Cllr S Smith not present

Mrs Webster advised that there are two pots of donations still to be discussed.

Members agreed to defer to Full Council for charities to be considered.

Action: JW to email all councillors for charity ideas.

F.088/19-20 Items from Planning & Development Committee:

Cllr Williams advised that the next meeting will relate to discussing The Neighbourhood Plan with Elin Tattersall from GRCC attending to advise councillors further. Cllr Williams invited all councillors to attend.

Action: JW to email all councillors with invite.

F.089/19-20 Further Business for Referral:

Cllr Pearce asked for the name of Quedgeley Town Council to be put back to Full Council for further discussion.

F.090/19-20 Date of Next Meeting – 11th September 2019 - Quedgeley Community Centre at 7.30pm.

Meeting concluded: 20.20pm