

Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Wednesday 11th September 2019

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

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.094/19-20 Apologies
Cllr L Harries and Cllr S Smith
Apologies noted.

F.095/19-20 Declarations of Interest.
None

F.096/19-20 To Approve the Minutes dated – 5th August 2019
Cllr Smith **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting
Seconded: Cllr Hughes: Vote: 6 for, 1 abstain: **So resolved**

F.097/19-20 To report on previous actions set on 5th August 2019
F.087/19-20 – JW to email councillors regarding charity ideas – Mrs Webster confirmed this has complete.
F.088/19-20 – JW to email councillors regarding invite to P&D Meeting for NDP consideration – Mrs Webster confirmed this has complete.

F.098/19-20 Correspondence
Confirmation from PKF Littlejohn of completed audit with no actions.
Mrs Webster confirmed that the annual audit had now been returned from the auditors with no actions.
Cllr Lee **PROPOSED** a vote of thanks
Seconded: Cllr Williams: Vote: Unanimous: **So resolved**

F.099/19-20 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.**

Bank Transfer – QTC	£50000	TRANS	<i>Precept transfer from reserves to current a/c</i>
Severnside Security – QCC	£2685.84	BACS	<i>C.008/19-20 – CCTV installation</i>
Haden-Browne Plastics – R&A	£686.40	BACS	<i>R.011/19-20 – Bus Shelter SV</i>
VJ Legal Services – QTC	£550.00	BACS	<i>Legal costs – delegated authority</i>
Quedgeley Carpets – QCC	£4246.00	BACS	<i>C.031/19-20© - Improvements</i>
HMRC – QTC	£2990.96	BACS	<i>Tax & NI</i>
Intocleaning – QTC	£986.95	BACS	<i>Staffing cleaning costs</i>
PKF Littlejohn – QTC	£1200.00	BACS	<i>Audit legal fees – delegated authority</i>

Cllr Pearce asked for clarification on costs for Severnside Security

Cllr Lee asked for clarification on costs for legal fees.

Noted

F.100/19-20 To Note the following Accounts Paid by **cheque prior to the Publication of the Agenda for £500.00 or over.**

None

F.101/19-20 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.

ETC – WSC	£1200.00	BACS	<i>Astro Annual Service</i>
M&D Property – R&A/QCC/KCC/WSC/KSP/QTC	£4415.33	BACS	<i>Handyman and grounds maintenance contract</i>
D Jones – R&A	£600.00	BACS	<i>Burial plot preparation</i>

Mrs Webster clarified that only payments over £500.00 need to be placed onto the agenda and minutes, under the Transparency Act.

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

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

F.102/19-20 Accounts/Budget Progress 2019/20

- Signing of Bank Reconciliations for August 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 Smith **PROPOSED** the accounts for August 2019, including the Summary of Receipts and Payments be approved.

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

F.103/19-20 Update on Office Move
Nothing further to report

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

F.104/19-20 Items from Community Buildings Committee:

Cllr McAllan advised that the lighting had now been agreed for Waterwells Sports Centre and should be in place by 16th September 2019

Nothing further to report

F.105/19-20 Items from Recreation & Amenities Committee:

Cllr Pearce confirmed the current topic is that of the Fireworks Display.
Cllr Hughes asked for an update on the bus stop.

F.106/19-20 Items from Planning & Development Committee:

Cllr Williams advised that the only controversial application relates to a business at the back of Woolstrop Way applying to extend opening hours from 6pm – 9pm.

F.107/19-20 Further Business for Referral:

None

F.108/19-20 Date of Next Meeting – 7th October 2019 – Quedgeley Community Centre at 7.30pm

Meeting concluded: 20.00pm