

Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 4th November 2019

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

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.125/19-20 Apologies
Cllr A Potts and Cllr S Smith
Apologies noted.

F.126/19-20 Declarations of Interest.
None

F.127/19-20 To Approve the Minutes dated – 7th October 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.128/19-20 To report on previous actions set on 7th October 2019
None

F.129/19-20 Correspondence
Email from local resident regarding grant request.

F.130/19-20 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.**

M&D Property Services – QTC/WSC/QCC/KCC/KSP/R&A	£3587.32	BACS	<i>Groundsman and Handyman contract</i>
Intocleaning – QTC	£986.95	BACS	<i>Staff salary cleaning costs</i>
All Sorts Electrical – WSC	£2667.00	BACS	<i>New lighting – C.039/19-20</i>
HMRC – QTC	£2462.32	BACS	<i>Tax & NI</i>

Noted

F.131/19-20 To Note the following Accounts Paid by **cheque prior to the Publication of the Agenda for £500.00 or over.**

None

F.132/19-20 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.

No further payments over £500.00.

F.133/19-20 Accounts/Budget Progress 2019/20

- Signing of Bank Reconciliations for October 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 Hughes asked for clarification regarding (-) figures. Mrs Webster clarified their meaning.

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

F.134/19-20 Update on Office Move

To consider proposal from Ash & Co regarding the marketing of 9c School Lane and consider and agree expenditure not exceeding £1200.00 inc VAT to put on market.

After much discussion, members agreed that the marketing of 9c School Lane should commence with immediate effect and the council should remain vigilant that should the move collapse, the staff may have to temporarily consider moving into the Kingsway Community Centre office or consider taking the property off the market as a last resort. Members agreed that the valuation received from Ash & Co was favourable. Mrs Webster confirmed that although only one quote has been received, 4 agents had been contacted, however had declined to take the matter further.

Cllr Hughes **PROPOSED** to agree expenditure not exceeding £1200.00 inc VAT in order to market the property.

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

To consider and agree viring £5000.00 from reserves earmarked for office move expenditure and to provide the clerk with delegated authority to agree expenditure where appropriate.

Cllr Pearce advised that costs also need to be considered for any work that needs to take place post move. Cllr Hughes asked that a cheaper package be considered for telephone and IT costs for the office.

Members also agreed that a sign needs to be placed on the main display board that advertises all units and it was considered that this should be the responsibility of the landlord.

Cllr Harries asked that a more up to date sign be considered for the new office and it was agreed this should be deferred to the Futures Group.

Cllr Smith **PROPOSED** to agree to vire £5000.00 from reserves earmarked for office move expenditure and to provide the clerk with delegated authority to agree expenditure where appropriate.

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

F.135/19-20 Cancellation of booking:

To consider and agree refund of £42.00 for QCC booking cancellation.

Mrs Webster confirmed that the customer had initially booked a child's party, however due to the child becoming unwell had been unable to proceed with the booking or move it to another date.

Cllr Hughes **PROPOSED** to refund £42.00 to the customer.

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

F.136/19-20 Cancellation of booking:

To consider and agree refund of £49.50 to SLCC for cancellation of hall hire.

Mrs Webster advised that SLCC had originally booked Kingsway Sports Pavilion, however due to unforeseen circumstances had had to cancel the booking.

Cllr Lee **PROPOSED** to refund £49.50 to SLCC

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

F.137/19-20 Armistice Day Service:

To consider and agree expenditure not exceeding £25.00 for QTC wreath.

Cllr Hughes **PROPOSED** the above expenditure.

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

- F.138/19-20 Fireworks Display Money Belts:**
To consider and agree expenditure not exceeding £42.00 for 6 new money belts.
Mrs Webster asked councillors to ignore this request as no longer required.
- F.139/19-20 Grant Application – Home-start**
To consider and agree expenditure not exceeding £300.00 to support grant application.
Members confirmed they had received the email sent to Mrs Webster clarifying further details relating to the application as requested for by the council.
- Cllr Lee **PROPOSED** to agree the expenditure of £300.00.
Seconded: Cllr Hughes: 5 for, 2 against: **So resolved**
- F.140/19-20 Items from Community Buildings Committee:**
Cllr Mrs McAllan advised there was nothing to report
Cllr Smith advised that Quedgeley Social Club are requesting their toilets be updated.
Mrs Webster and M&D Property have attended the social club in order to assess what needs to be done. This has been placed onto the Community Building's wish list for 2020/21.
- F.141/19-20 Items from Recreation & Amenities Committee:**
Current topic is the Fireworks Display.
Cllr Pearce asked for clarification regarding the float and ticket sales. Mrs Webster confirmed that steps were in place for the security of any monies taken on the night. Mrs Webster confirmed that the staff have opened the office during the week preceding the event and ticket sales have so far been slow, although it is anticipated sales will pick up.
- Cllr Smith advised that Quedgeley News is coming to an end and QTC need to decide how to engage with the community moving forward. It was agreed that a newsletter is not financially viable and a more current and professional approach is required.
Cllr Pearce confirmed that once the office has moved premises, the new office will provide a better impact and lends itself well to better marketing and engaging with residents.
- F.142/19-20 Items from Planning & Development Committee:**
Cllr Williams advised nothing controversial to consider.
New Laptop is still required as the old one is not fit for purpose.
To consider and agree raising the laptop budget of £600.00 to £900.00.
Cllr Lee **PROPOSED** to agree the above expenditure.
Seconded: Cllr Harries: Vote: Unanimous: **So resolved**
- Cllr Harries agreed to lead on this.
- F.143/19-20 Further Business for Referral:**
Cessation of Quedgeley News – Futures Group
Cllr Hughes expressed his thanks for the new bus stop on Severnvale Drive.
- F.144/19-20 Date of Next Meeting – 2nd December 2019 - Quedgeley Community Centre at 7.30pm**

Meeting concluded: 20.40pm