

Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 2nd December 2019

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

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.145/19-20 Apologies
Cllr A Potts, Cllr S Smith, Cllr Hughes and Cllr Harries
Apologies noted.

F.146/19-20 Declarations of Interest.
None

F.147/19-20 To Approve the Minutes dated – 4th November 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.148/19-20 To report on previous actions set on 4th November 2019
None

F.149/19-20 Correspondence
Email from Andrea Pellegram regarding fees for NDP Advice – The Clerk advised that expertise help in putting together an NDP is available at a cost and may want to be considered in future. Details are held in the office.

Email regarding Community Governance 2020-2022 – The Clerk advised that in line with minute ref **F105-18/19** she has now signed up for Level 5 Community Governance. No increase in costs, however she advised that there could be additional costs for a field trip which would be placed on the next appropriate agenda. Cllr Pearce asked for clarification that a caveat is in place to ensure that The Clerk is tied to the council post completion of this level. The Clerk confirmed this was the case.

£27.15 raised from the Poppy Appeal.

F.150/19-20 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 – QCC/KCC/WSC/KSP/QTC/R&A	£4052.63	BACS	<i>Groundsman and Handyman contract</i>
Star Fireworks – R&A	£5978.40	BACS	<i>Fireworks Event</i>
Scribe – QTC	£584.40	BACS	<i>Council Accounts Package</i>

Noted

F.151/19-20 To Note the following Accounts Paid by cheque prior to the Publication of the Agenda for £500.00 or over.

None

F.152/19-20 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 asked for the following payments to be approved:

M&D Property Services – QCC/KCC/WSC/KSP/QTC/R&A	£1709.67	BACS	<i>Groundsman and Handyman contract</i>
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HMRC – QTC	£2525.39	BACS	<i>Tax & NI</i>
Into cleaning – KCC & QCC	£1045.01	BACS	<i>Staff cleaning costs</i>

Cllr Smith **PROPOSED** to approve those payments as read out by the Clerk.
 Seconded: Cllr Lee: Vote: Unanimous: **So resolved**

F.153/19-20 Accounts/Budget Progress 2019/20

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

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

F.154/19-20 Items from Community Buildings Committee:

Cllr Mrs McAllan confirmed that the committee were happy with the 2019/20 budget so far. The 2020/21 wish list is currently being put together to include curtesy lighting for Kingsway Sports Pavilion car park. It is hoped that if finances permit, this can be done from the 2019/20 budget.

Expenditure so far:

Quedgeley Community Centre - £511.86 inc VAT spent on replacement gasket to the boiler.

£275.00 spent on deep cleaning of toilets with a further £534 earmarked for the deep cleaning of Hall 1 & 2 kitchens and ovens. In the process of considering future cleaning contracts.

Cllr Pearce asked whether failure to clean after parties should impact on security deposits. Mrs Webster advised that cleaning materials cannot be left due to them being stolen in the past and only a catch mop can be provided. Most people undertake to clean up after themselves. Members agreed there should be no link at the moment between cleanliness and security deposits. Cllr Williams advised that the ovens should be subject to regular deep cleaning.

Kingsway Sports Pavilion - £10.00 p/annum agreed by committee for water supply at the new water fountain.

Further investigation is underway regarding recycling bins provided by Printwaste. Pitch 2 should be playable for the next football season.

F.155/19-20 Items from Recreation & Amenities Committee:

Next meeting due on Wednesday 4th December where a debrief will take place on the previous Fireworks Display to see what lessons if any can be learnt.

Survey results will be provided regarding Silent Fireworks and the matter revisited.

Cllr Pearce thanked everyone for their great team effort at the display and Cllr Smith relayed his thanks to everyone involved.

F.156/19-20 Items from Planning & Development Committee:

Cllr Williams advised on 2 applications:

Property in School Lane requested retrospective planning permission from Highways Department.

No access plan for modification of property. Property approved but not access.

Nothing further to report.

Consider costs for alternating meetings between Quedgeley and Kingsway.

Mrs Webster confirmed that this had been a request from Cllr Powell, however this cannot be discussed until costs have been obtained. Members agreed to wait until the new laptop has been purchased and then seek advise on how this can be utilised in Kingsway for future meetings.

Public Bodies (Admission to Meetings) Act 1960. The Council will by resolution exclude the public from Item 14 due to the confidential nature of the business to be transacted and publicity of the item would be prejudicial to the public interest.

F.157/19-20 To consider and agree the terms of the draft lease for Unit 8, Quedgeley.

Mrs Webster confirmed that questions previously raised by Cllr Powell had now been addressed by VJ Solicitors and circulated to all councillors. No further queries were raised. She also confirmed that 4.2.2 was no longer relevant as she had secured there being no deposit required.

Cllr Williams asked for clarification regarding parking restrictions and asked for IT moving timescales to be considered. Mrs Webster confirmed it was her belief that staff would receive parking permits, however this would need to be investigated.

Action: *JW to contact VJ Solicitors to confirm parking requirements.*

Mrs Webster further confirmed that 9c School Lane was due to be marketed live following confirmation from Ash & Co. Members agreed that Dee & Griffin should be contacted as they had previously expressed an interest in renting the property.

Finally, Cllr Williams reminded Mrs Webster that all councillors should be called upon for assistance if required.

Cllr Smith **PROPOSED** to agree the terms of the draft lease for Unit 8, Quedgeley.

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

**F.158/19-20 Further Business for Referral:
None**

F.159/19-20 Date of Next Meeting – 06/01/2020 – Quedgeley Community Centre

Meeting Closed 8.20pm.