

**Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 6<sup>th</sup> January 2019**

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

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

**F.160/19-20 Apologies**  
Cllr S Smith, Cllr Hughes and Cllr Harries  
Apologies noted.

**F.161/19-20 Declarations of Interest.**  
Cllr G Smith declared a personal interest for Minute Ref: F.164/19-20, item 1

**F.162/19-20 To Approve the Minutes dated – 2<sup>nd</sup> December 2019**  
Cllr Smith **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting.  
Seconded: Cllr Lee: Vote: unanimous: **So resolved**

**F.163/19-20 To report on previous actions set on 4<sup>th</sup> November 2019**  
*F157.19-20 – JW confirmed that this was complete.*

**F.164/19-20 Correspondence**

1. Insurance Claim letter from PBW Solicitors. Cllr Smith left the room. The Clerk advised members that a claim against the council had been received and provided details of the nature of claim. She was currently liaising with the council's insurance company. Members would be kept up to date with any future developments.
2. The Clerk advised that a cash amount of £250.00 had been received from a regular user group with precise instructions that it should be gifted to the four admin staff in the office. For transparency purposes, members agreed that this should be entered into the council's hospitality register however agreed that the staff could accept the gift.
3. The Clerk advised that a £500.00 donation had been received for Help if we can.

**F.165/19-20 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.**

Intocleaning – <b>QTC</b>	£928.90	BACS	<i>Staff Salary Cleaning costs</i>
Amazon – <b>QTC</b>	£710.00	BACS	<i>Microsoft Tablet – F142/19-20</i>
Harrisons – <b>QTC</b>	£972.00	BACS	<i>Dog Bags</i>
Gloucester City Council – <b>KCC</b>	£1250.00	BACS	<i>Quarterly Rent</i>

**Noted**

**F.166/19-20 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**

None

**F.167/19-20 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 – <b>QCC/KCC/WSC/KSP/QTC/R&amp;A</b>	£1630.98	BACS	<i>Groundsman and Handyman contract</i>
HMRC – QTC	£2354.33	BACS	<i>Tax &amp; NI</i>
Spotless – QCC	£810.00	BACS	<i>Deep cleaning – C.060/1920(b)(c)</i>
Intocleaning – QTC	£638.62	BACS	<i>Staff Salary Cleaning costs</i>

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

**F.168/19-20 Accounts/Budget Progress 2019/20**

- Signing of Bank Reconciliations for December 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 December 2019, including the Summary of Receipts and Payments be approved.

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

**F.169/19-20 Update on 2020/21 budget**

The Clerk confirmed that a draft budget was now in place, however was mindful that certain items need to be paid within the 2019-20 financial year whilst funds are available. The draft budget will be provided to the F&GP Committee on the 3<sup>rd</sup> February with a view to formal approval at Full Council on 17<sup>th</sup> February 2020. All members agreed that they remain committed to not raising the precept wherever possible.

**F.170/19-20 To consider and agree expenditure not exceeding £402.00 for annual renewal of Principle SLCC membership.**

Cllr Smith **PROPOSED** expenditure not exceeding £402.00 for the above.

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

**F.171/19-20 Items from Community Buildings Committee:**

Cllr McAllan confirmed that it had been agreed to vire £1300.00 from WSC Grounds Maintenance budget heading to KSP Grounds Maintenance budget for the purpose of pitch flooding.

Nothing further to report

**F.172/19-20 Items from Recreation & Amenities Committee:**

Next meeting due on Wednesday 8<sup>th</sup> January.

A debrief of the Fireworks Display took place at the previous meeting and improvements have been noted for the future.

The next event to be discussed is the Easter Egg Hunt.

**F.173/19-20 Items from Planning & Development Committee:**

Cllr Williams advised that consideration is being given to holding Planning Committee Meetings bimonthly at Kingsway Community Centre, however costings need to be identified and the council need to be mindful as to whether moving meetings provide value for money. Members agreed that any costings should come back to F&GP for consideration.

Kevin Lee, Parish Clerk for Hardwicke Parish Council is hopefully attending the next Planning meeting to advise on the NDP.

**F.174/19-20 Further Business for Referral:  
None**

**F.175/19-20 Date of Next Meeting – 03/02/2020 – Kingsway Community Centre**

**Meeting Closed 8.10pm.**