

Minutes of the Finance and General Purposes Committee held at Quedgeley Community Centre on Monday 2nd March 2020

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

In the absence of Cllr Smith
 Cllr Hughes **PROPOSED** that Cllr Pearce chair the meeting.
 Seconded: Cllr Williams: Vote: Unanimous: So resolved

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

- F.192/19-20 Apologies**
 Cllr S Smith and Cllr G Smith
 Apologies noted.
- F.193/19-20 Declarations of Interest.**
 Cllr Harries declared an interest relating to the List of Payments made.
- F.194/19-20 To Approve the Minutes dated – 3rd February 2020**
 Cllr Pearce **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting.
 Seconded: Cllr Williams: Vote: 5 for, 1 abstain: **So resolved**
- F.195/19-20 To report on previous actions set on 3rd February 2020**
 None
- F.196/19-20 Correspondence**
 Mrs Webster updated members on the current position regarding the office move:
 Draft Financial statement received.
 Signage currently being addressed. No agreement on detail, just size.
 Parking and signage on the main leader board needs to be clarified.
 Signage at the front of the property to take priority. Back of property to be considered in the future.
 Documentation now signed and awaiting completion date.
 Unit 8 currently being cleared in preparation.
- F.197/19-20 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.**

D Jones – <i>R&A</i>	£600.00	BACS	<i>Burial Plot Preparation</i>
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HMRC – <i>QTC</i>	£2490.14	BACS	<i>Tax & NI</i>

Noted

- F.198/19-20 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**
 None
- F.199/19-20 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.**
 None
- F.200/19-20 Accounts/Budget Progress 2019/20**
- Signing of Bank Reconciliations for February 2020
 - 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 confirmed that accounts appear to be in order and agreed that any retrospective observations could be relayed to the RFO in due course.

Cllr Pearce **PROPOSED** the accounts for February 2020, including the Summary of Receipts and Payments be approved.

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

Members noted the healthy income for February 2020.

F.201/19-20 INTERNAL CONTROLS

Cllr Hughes provided an update for QTR 3 2019/20.

Excellent presentation of documents, he confirmed he had full access to anything he wished to check and everything appeared to be in order. He asked for the office staff to be congratulated for their methodical recording of documents.

F.202/19-20 TO CONSIDER AND AGREE ANNUAL RISK MANAGEMENT DOCUMENT

Members confirmed they had received a copy in advance of the meeting.

Cllr Pearce asked for Transparency of Information to be readdressed regarding the backup of electronic data.

Cllr Hughes **PROPOSED** to have an external hard drive stored in the office safe.

Seconded: Cllr Lee

Cllr Pearce counter **PROPOSED** to save all records to the cloud.

Seconded: Cllr Harries: Vote: 4 for, 2 against: **So resolved**

Cllr Pearce **PROPOSED** to accept the Risk Management Document subject to the above change.

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

F.203/19-20 TO CONSIDER AND AGREE EXPENDITURE NOT EXCEEDING £112.80 FOR PURCHASE OF AN "OFFICE 365 BUSINESS PREMIUM" LICENCE TO BE ALLOCATED TO MRS B ALDRIDGE

Cllr Harries advised members of different packages available for getting the new lap top ready for Planning matters.

Cllr Hughes **PROPOSED** to accept the above expenditure.

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

F.204/19-20 TO CONSIDER AND AGREE EXPENDITURE NOT EXCEEDING £20.00 TO PURCHASE CARRY CASE FOR NEW P&D LAPTOP

Cllr Williams **PROPOSED** to accept the above expenditure.

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

F.205/19-20 Items from Community Buildings Committee:

Cllr Mrs McAllan provided a breakdown of expenditure for each centre.

In addition, Cllr Mrs McAllan advised of two outstanding issues for Kingsway Community Centre:

- Main Doors require repair work
- Awaiting a quote for alternative heating system.

F.206/19-20 Items from Recreation & Amenities Committee:

Next meeting due on Wednesday 4th March.

The next event being planned is the Easter Egg Hunt.

Cllr Hughes advised of fence panels that need addressing and fly tipping. Cllr Pearce confirmed this would be discussed at the next R&A meeting.

F.207/19-20 Items from Planning & Development Committee:

Cllr Williams advised there are no plans to move Planning Meetings to Kingsway. It would prove expensive and the committee are mindful of the costs. It would also clash with other potential bookings.

Cllr Williams provided an update on retail units in Quedgeley which are due to complete soon.

Cllr Lee advised the Neighbourhood Development Plan has been deferred to the next Annual Town Meeting.

F.208/19-20 Further Business for Referral:

None

F.209/19-20 Date of Next Meeting – 06/04/2020 – Kingsway Community Centre

Meeting Closed 8.15pm.