

*Minutes of the Finance and General Purposes Committee held on TEAMS on Monday 3<sup>rd</sup>  
August 2020.*

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

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

**F.001/20-21 Election of Chair**  
Nominations were received from Cllr G Smith and Cllr C Pearce  
Cllr Pearce was seconded by Cllr G Williams  
Vote: Unanimous: **So resolved**

**F.002/20-21 Apologies**  
Apologies were received and noted from Cllr S Smith

**F.003/20-21 Declarations of Interest.**  
None

**F.004/20-21 To Approve the Minutes dated – 2<sup>nd</sup> March 2020**  
Cllr Pearce **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting.  
Seconded: Cllr Williams: Vote: Unanimous: **So resolved**

**F.005/20-21 To report on previous actions set on 2<sup>nd</sup> March 2020**  
None

**F.006/20-21 Correspondence**  
None.

**F.007/20-21 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 – <i>QCC/KCC/WSC/KSP/QTC/R&amp;A</i>	£1391.04	BACS	<i>Grounds Maintenance and Handyman contract – March 2020</i>
Intocleaning – <i>QCC</i>	£1161.12	BACS	<i>Cleaning costs- March 2020</i>
Christy Floodlighting – <i>WSC</i>	£613.73	BACS	<i>Floodlight parts – March 2020</i>
HMRC – <i>QTC</i>	£2259.40	BACS	<i>Tax &amp; NI March 2020</i>
VJ Solicitors – <i>QTC</i>	£2096.00	BACS	<i>Moving legal fees – March 2020</i>
Precept Transfer into Reserves	£199793.38	Transfer	<i>April 2020</i>
Microsoft 365 – <i>QTC</i>	£766.08	BACS	<i>Office 365 – April 2020</i>
HMRC – <i>QTC</i>	£2357.28	BACS	<i>Tax &amp; NI April 2020</i>
Came & Co – <i>QTC</i>	£8499.79	BACS	<i>Annual insurance – April 2020</i>
Total Gas – <i>QCC</i>	£885.46	BACS	<i>Electricity – April 2020</i>
Mansfield Sand – <i>KSP</i>	£1183.20	BACS	<i>Pavilion pitch maintenance materials – April 2020</i>
Ian Soule – <i>KSP</i>	£4065.00	BACS	<i>Pavilion pitch maintenance labour costs – April 2020</i>
M&D Property – <i>QCC/KCC/WSC/KSP/QTC/R&amp;A</i>	£2546.40	BACS	<i>Grounds Maintenance and handyman contract – April 2020</i>

Sam Merrett – <i>WSC</i>	£7128.00	BACS	Waterwells Pitch maintenance materials – May 2020
GAPTC – <i>QTC</i>	£4364.24	BACS	Annual subscription – May 2020
HMRC – <i>QTC</i>	£2292.72	BACS	Tax & NI – May 2020
Passion Wholesale – <i>QTC</i>	£781.00	BACS	Hand sanitiser stations and hand sanitiser – June 2020 H&S
M&D Property – <i>QCC/KCC/WSC/KSP/QTC/R&amp;A</i>	£2338.93	BACS	Grounds maintenance and handyman contract – June 2020
HMRC – <i>QTC</i>	£2267.92	BACS	Tax & NI – June 2020
The Property Centre – <i>QTC</i>	£6183.00	BACS	Quarterly Rent inc VAT – June 2020
Harrisons – <i>QTC</i>	£972.00	BACS	Dog Bags – July 2020
Aquasafe – <i>QCC</i>	£714.00	BACS	Legionella water sampling – July 2020 H&S
M&D Property – <i>QCC/KCC/WSC/KSP/QTC/R&amp;A</i>	£2288.79	BACS	Grounds maintenance and handyman contract – July 2020
Total Gas – <i>QCC</i>	£1000.71	BACS	Electricity – July 2020
SLCC – <i>QTC</i>	£2552.00	BACS	Community Governance Year 1 – July 2020
HMRC – <i>QTC</i>	£2596.20	BACS	Tax & NI – July 2020
Aquasafe – <i>KSP &amp; WSC</i>	£756.00	BACS	Legionella water sampling – July 2020 H&S
Cotswold Printing – <i>QTC</i>	£718.80	BACS	Perspex Screening – June 2020 H&S

**Payments read out not included on the agenda but paid prior to the publication of the agenda.**

Quedgeley Carpets – <i>KCC</i>	£4102.00	BACS	KCC Flooring Min Ref: C.93/19-20
Broxap – <i>R&amp;A</i>	£1126.74	BACS	Litter bin Min Ref: R.163/19-20
Aquasafe – <i>QTC</i>	£1200.00	BACS	Legionella Risk Assessments Min Ref C.94/19-20
Currys – <i>QTC</i>	£975.97	D/Card	3 x laptops for Covid 19 homeworking
Intocleaning – <i>QCC</i>	£986.95	BACS	Cleaning costs
CIA Fire & Security – <i>WSC</i>	£652.80	BACS	WSC Intruder alarm service & monitoring
M&D Property – <i>QCC/KCC/WSC/KSP/R&amp;A/QTC</i>	£1808.80	BACS	Grounds maintenance and handyman contract – February 2020

**Noted**

**The following payments were discussed and resolved:**

SSE – Allotments  
Currys – Laptops  
Microsoft 365

The Clerk confirmed that the allotments although not yet formally handed over are in the name of QTC and as such estimated bills are being kept up to date.

Cllr G Smith queried whether the QTC laptops can be loaned out to the councillors. Members agreed that due to potential future Covid 19 outbreaks, the laptops should remain with the staff for the time being to facilitate easy home working arrangements.

Cllr Harries queried why the new planning laptop had not been utilised during lockdown. The Clerk confirmed that her understanding was that this laptop was for planning purposes only.

Cllr Powell queried the expenditure for Microsoft 365. Cllr Harries confirmed that this is an annual expenditure and would incorporate new emails and the new website for the council in addition to Teams.

- F.008/20-21**      **To Note the following Accounts Paid by cheque prior to the Publication of the Agenda for £500.00 or over.**
- None
- F.009/20-21**      **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.010/20-21**      **Accounts/Budget Progress 2020/201**
- Noting of the Bank Reconciliations for March, April, May, June and July 2020
  - Overview of expenditure by means of Summary of Receipt and Payments
  - Stats on Income generated from Hiring of Community Centres and Sports Centres
- No comments received regarding Summary of accounts or stats.
- Cllr Pearce **PROPOSED** the accounts from March – July 2020, including the Summary of Receipts and Payments be approved.  
Seconded: Cllr G Smith Vote: Unanimous: **So resolved**
- F.011/20-21**      **To consider the financial impact to QTC regarding Covid 19**
- The Clerk provided a financial overview. Cllr Hughes advised that having compared income for February – June 2020 -v- expenditure for February – June 2020, the accounts appear to be good. The Clerk agreed to review and advise retrospectively.
- Cllr Powell advised that the council must be encouraging user groups to return. The Clerk confirmed that user groups are being flexible in which centres they have available to them and a covid plan is being issued to all user groups.
- Cllr G Smith asked for confirmation that the reserves have not been used during lockdown. The Clerk confirmed this was the case.
- Members discussed non-payment of rent from Quedgeley Social Club. The clerk advised that the council had agreed to wait for a letter from the social club before discussing this matter again. It was agreed that the clerk should chase.
- Cllr Harries raised a concern regarding hiring costs and asked for this to be deferred to the next Community Buildings Committee.
- F.012/20-21**      **Items from Community Buildings Committee:**  
Nothing further to report other than more user groups are expected to return in September.
- F.013/20-21**      **Items from Recreation & Amenities Committee:**  
Next meeting due Wednesday 5<sup>th</sup> August 2020  
Main topic for discussion is that of the Fireworks Display. It was confirmed that only the matter of whether it should proceed during the current pandemic is to be discussed, not the format which has already been agreed as being a silent display.
- F.014/20-21**      **Items from Planning & Development Committee:**  
It was agreed that planning meetings will continue at Quedgeley Community Centre and there are no plans to move them to Kingsway.

**F.015/20-21 Further Business for Referral:**

Cllr Hughes reported on the tow path, advising that the steps are dangerous and this needs to be addressed. The Clerk advised that it was her understanding that this would be considered at the next R&A.  
Quedgeley Social Club

The Clerk thanked the F&GP committee for financially supporting the sale of 9c School Lane and the opening of the new office at Unit 8, Quedgeley Olympus Business Park. She confirmed that the working environment for the staff has improved enormously with much interest now being generated to those passing the office.

Members asked for thanks to be noted to Mrs Webster and her team for ensuring business continuity during lockdown.

Cllr Hughes asked for a new sign at the back of the office to be considered. Mrs Webster confirmed that all new signage was currently in hand.

**F.016/20-21 Date of Next Meeting – 07/09/2020 – at 7pm on TEAMS.**

**Meeting Closed 8.30pm**