

PRESENT: Cllr Pearce, Cllr Williams, Cllr G Smith, Cllr Harries and Cllr Lee

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.060/20-21 Apologies

Apologies were received and noted from Cllr S Smith and Mrs J McAllan

F.061/20-21 Declarations of Interest.

Cllr G Smith declared an interest in Agenda Item 5 – Quedgeley Social Club
Cllr Lee declared an interest in Agenda Item 5 – Quedgeley Social Club

F.062/20-21 To Approve the Minutes dated – 2nd November 2020

Cllr Pearce **PROPOSED** to adopt the above Minutes as a true and accurate record of the meeting.

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

F.063/20-21 To report on previous actions set on 2nd November 2020

None

F.064/20-21 Correspondence

Mrs Webster confirmed that the Annual Return 2019/2020 is now complete with the standard audit fee attached. Matters to note were the missed deadline due to Independent Audit errors and the display date for public inspection.

All councillors were reminded that the budget 2021/22 is due to be set and committees need to be thinking of wish lists whilst remaining mindful of the aftermath of Covid 19.

Receipt of Grant from GCC for Covid 19 awareness.

Draft Year planner will be presented at the next Full Council with a recommendation that only Full Council will alternate between Quedgeley and Kingsway.

Email request from Quedgeley Social Club for further assistance due to second lockdown,

Cllr Williams **PROPOSED** to reduce utilities to 25% for November and remaining costs to be added to the payment plan which can commence 1st February 2020. Recommendation to be made to Full Council.

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

F.065/20-21 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.**

HMRC – QTC	£2419.60	BACS	Tax & NI – Nov 2020
Intocleaning – WSC/QCC/KCC/KSP	£2554.47	BACS	Staff cleaning salary costs
PKF Littlejohn – QTC	£1200.00	BACS	Audit Fees
HMRC – QTC	£2460.82	BACS	Tax & NI – Oct 2020
Neptune – QCC/KSP/KCC/WSC	£1176.00	BACS	Annual boiler servicing
Help if we can – QTC	£750.00	BACS	WW2 donation – F.054/20-21

Cllr Williams confirmed that although all monies for the WW2 project are being held by Hiwc, QTC will determine expenditure

Noted

F.066/20-21 To Note the following Accounts Paid by cheque prior to the Publication of the Agenda for £500.00 or over.

None

F.067/20-21 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.

M&D Property – R&A/QCC/KCC/WSC/KSP/QTC	£3546.09	BACS	Groundsman and Handyman contract
Transfer from General Reserves	£30000	Transfer	Transfer of precept to general account
The Property Centre – QTC	£6183.00	BACS	Rent
Intocleaning – QTC	£1741.88	BACS	Cleaning costs for QCC

Cllr Harries asked after the reserves situation. The Clerk confirmed that as yet there has been no requirement to dip into reserves and remained hopeful that with careful budgeting, this would remain the case for the remainder of the financial year.

Cllr Pearce **PROPOSED** to approve those payments above read out.

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

F.068/20-21 Accounts/Budget Progress 2020/201

- Noting of the Bank Reconciliations for November 2020
- Overview of expenditure by means of Summary of Receipt and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

Bank Reconciliation for November 2020 was noted.

Mrs Webster confirmed that the list of receipts of November will reflect income for October.

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

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

F.069/20-21 Confirmation of GAPTC/NALC 2021/22 subscription rates.

Mrs Webster confirmed GAPTC will not be increasing their subscription fee. NALC will be increasing their subscription fee by 0.22 pence per electorate. GAPTC will continue to honour a discount recognising commitment to the professionalisation of the Sector and as QTC holds both the LCAS and has a qualified clerk, QTC will benefit from a 15% reduction.

F.070/20-21 To consider and agree expenditure not exceeding £100.00 to increase existing R&R package.

Members agreed that R&R was appropriate under the current circumstances.

Cllr Williams **PROPOSED** to increase the package by £100.00.

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

F.071/20-21 Items from Community Buildings Committee:

Nothing to report

F.072/20-21 Items from Recreation & Amenities Committee:

Cllr Pearce confirmed that no income or expenditure has been incurred for the Fireworks Display. Events for 2021 are currently being revisited.

F.073/20-21 Items from Planning & Development Committee:

Cllr Williams advised of a couple of controversial issues, however not financially related. Cllr Lee reported on The Moat. Cllr Williams advised that there would be ongoing costs involved and it is believed that QTC cannot afford to take this on. QTC are responsible for public funds and have a duty to be wary. If expenditure cannot be justified then it should not be incurred.

F.074/20-21 Further Business for Referral:

None

F.075/20-21 Date of Next Meeting – 04/01/2021 – at 7pm on TEAMS. TBC

Meeting Closed 7.45pm