

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT QUEDGELEY COMMUNITY CENTRE ON MONDAY 7TH OCTOBER 2024

PRESENT Cllr Wnukowska, Cllr Smith, Cllr Wilcox, Cllr Lee

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

In the absence of the Chair, Cllr Wilcox **PROPOSED** Cllr Smith to take the chair.
 Seconded: Cllr Lee: Vote: unanimous: **So resolved**

F.073/24-25 Apologies.

Apologies were received and noted from Cllr Powell, Cllr Pearce, Cllr Weston and Cllr McAllan

F.074/24-25 Declarations of Interest.

None

F.075/24-25 To Approve the Minutes dated 5th August 2024

Cllr Wilcox **PROPOSED** to adopt the above Minutes as a true and accurate record.
 Seconded: Cllr Wnukowska: Vote: unanimous: **So resolved**

F.076/24-25 To report on previous actions set on 1st July 2024

F.054/24-25 – Annual Maintenance – Tractor Costs- Mrs Webster advised that this remains ongoing with the groundsman for the pavilion looking into the costs. Deferred to the next meeting.

F.077/24-25 Correspondence

None

F.078/24-25 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.**

The Property Centre – QTC	£6525.81	BACS	Office Rent/Electricity and Ground Rent Charges
M&D Property – R&A/QCC/WSC/KCC/KSP/QTC	£10014.25	BACS	Groundsman and Handyman contract
PKF Littlejohn – QTC	£1638.00	BACS	Annual Audit Fee
Gloucester City Council – KCC	£1250.00	BACS	KCC Rent
Geosphere Ltd – QTC	£720.00	BACS	Parish Online
Intocleaning – QTC	£2829.86	BACS	Staff cleaning costs
Hewer Facilities – QCC	£518.40	BACS	Fixed Wire Testing
Charlies Trees – R&A	£600.00	BACS	Druids Oak Remedial works
SW Hygiene – KCC	£611.54	BACS	Hygiene contract
The Spring Centre – QTC	£1450.00	BACS	Grant Award

Worknest – QTC	£2725.82	BACS	H&S Contract
HMRC – QTC	£4460.65	BACS	Tax & NI
HMRC – QTC	£2886.13	BACS	Tax & NI
APM Fire & Security – KCC	£554.08	BACS	Intruder & Hold up alarm
M&D Property – R&A/QCC/WSC/KCC/KSP/QTC	£5231.95	BACS	Groundsman and Handyman contract
D Jones – R&A	£750.00	BACS	Burial Plot Prep
Intocleaning – QTC	£2829.86	BACS	Staff Cleaning Costs
Signs Express – WSC	£1341.60	BACS	New signage
Entrance Supplies – QCC	£2280.00	BACS	Automated door repairs
Treework Environmental – R&A	£1428.00	BACS	Tree inspections
RSL Bristol Ltd – KSP	£738.00	BACS	Shutter repairs
Hewer Facilities – WSC	£633.60	BACS	Fixed Wire Testing

To note bank transfers

General Reserves	£50000	Transfer	Precept
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Mrs Webster advised members that the payments on the agenda refer to 2 months.
Cllr Smith raised a concern regarding an increase in cleaning costs.

Noted

Payments under £500.00 are provided by means of the Scribe Pay Schedule

F.079/24-25 To Note the following Accounts Paid by **cheque prior to the Publication of the Agenda for £500.00 or over.**

None

F.080/24-25 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.

IMS Groundcare – KSP	£1016.67	BACS	Ground Maintenance
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Apex Events – R&A	£9125.16	BACS	Fireworks Event
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Cllr Lee **PROPOSED** to approve the above payments.

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

F.081/24-25 Accounts/Budget Progress 2024/25

- Noting of August and September Bank Reconciliations.
- Overview of expenditure by means of Summary of Receipts and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

The August and September bank reconciliations were signed by the Chair.

It was noted that expenditure appears high compared to last year and it was agreed that this should be monitored.

Cllr Wilcox **PROPOSED** to agree the Summary Account Report.

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

Mrs Webster advised that the Annual Return has now been received back from PKF Littlejohn with no exceptions. It was noted that due to the delay by the independent auditor, the council failed to display the Notice of Public Rights within the set time period and this will be noted on next year's return.

F.082/24-25 To consider and agree expenditure not exceeding £500.00 for Grant Application from Help if we can.

Members received the application in advance of the meeting.

Mrs Webster relayed a message from Mr G Smith, representative of HiWC confirming why a set of audited annual accounts has not been provided.

Various concerns were raised and members agreed they would feel more comfortable considering this application once a set of accounts has been provided in line with the application requirements and in line with previous applicants.

Cllr Lee **PROPOSED** that this application should be reconsidered once a set of annual accounts has been received.

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

F.083/24-25 To consider and agree expenditure not exceeding £565.00 for 2 day attendance at the SLCC Practitioners Conference January 2025

Mrs Webster advised this is an annual event for all clerks across the Country.

Cllr Lee **PROPOSED** to agree the above expenditure.

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

F.084/24-25 To consider and agree expenditure not exceeding £197.00 for accommodation Costs for SLCC Awards Ceremony

Mrs Webster advised that she has been awarded the John Crompton Cup for Mentoring new clerks and has been invited by the SLCC to an awards ceremony. She further advised that she would be prepared to pay some of the costs towards amount on the agenda.

Cllr Lee **PROPOSED** to agree to the amount of £149.00.

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

F.085/24-25 Items from Community Buildings Committee:

With the absence of the chair, nothing to report

F.086/24-25 Items from Recreation & Amenities Committee:

With the absence of the chair, nothing to report, however Mrs Webster provided an update regarding the Firework event, costs involved and a request that any new councillors should attend.

F.087/24-25 Items from Planning & Development Committee:

Nothing financial to report.

F.088/24-25 Further Business for Referral:

None.

F.089/24-25 Date of Next Meeting – 4th November - Quedgeley Community Centre at 7.30pm.

Noted.

Meeting concluded 20:10pm hrs