

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT QUEDGELEY COMMUNITY CENTRE ON MONDAY 3<sup>RD</sup> JUNE 2024 AT 7.30PM**

**PRESENT** Cllr T Wnukowska, Cllr N Lee, Cllr B Smith, Cllr J Powell, Cllr S Wilcox, Cllr J Weston And Cllr J McAllan

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

**F.017/24-25 To Elect a Chair**

It was agreed that due to there not being a full complement of councillors present, a temporary chair would be elected.

Cllr Powell **PROPOSED** Cllr Lee as Chair for the June meeting.

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

**F.018/24-25 Apologies.**

Apologies were received and noted from Cllr C Pearce

**F.019/24-25 Declarations of Interest.**

Cllr Lee and Cllr Weston declared an interest for Item 12 on the agenda.

**F.020/24-25 To Approve the Minutes dated – 2<sup>nd</sup> April 2024**

Cllr Lee **PROPOSED** to adopt the above Minutes as a true and accurate record.

Seconded: Cllr Smith: Vote: 4 for, 3 abstain: **So resolved**

**F.021/24-25 To report on previous actions set on 2<sup>nd</sup> April 2024**

**F.004/24-25 – IT Backup System** – Mrs Webster advised that System Force have confirmed that the computer systems are backed up under the cloud. Cllr Smith advised that email confirmation can be received providing a notification that the back up is either successful or unsuccessful and it might be worth investigating this further.

**F.022/24-25 Correspondence**

Confirmation that M&D Property Ltd are raising their hourly rate by 50p from 01/07/24 to £16.72.

Email from Urwater.co.uk asking to investigate on behalf of the council savings on water bills.

Cllr Lee **PROPOSED** to agree to Urwater.co.uk providing costings for savings to bring back to the next meeting.

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

**F.023/24-25 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.**

|  |          |      |  |
|--|----------|------|--|
| M&D Property –<br><i>R&amp;A/WSC/QCC/KCC/KSP/QTC</i> | £4858.21 | BACS | Groundsman & Handyman Contract         |
| HMRC – <i>QTC</i>                                    | £2857.98 | BACS | Tax & NI – May 2024                    |
| Mr T Hearn – <i>QCC</i>                              | £2421.00 | BACS | Improvements to QCC                    |
| Intocleaning – <i>QTC</i>                            | £2470.79 | BACS | Staff cleaning costs May 2024          |
| Intocleaning – <i>QTC</i>                            | £654.00  | BACS | Deep Clean – Kingsway Community Centre |

|                                  |          |      |  |
|----------------------------------|----------|------|--|
| The Property Centre – <b>QTC</b> | £6542.72 | BACS | QTC Rent/Electricity and service charges |
| Water Plus – <b>WSC</b>          | £536.31  | BACS | Water Costs                              |
| Iain Selkirk – <b>QTC</b>        | £500.00  | BACS | Audit Costs                              |
| GAPTC – <b>QTC</b>               | £4967.36 | BACS | Annual Subscription Costs                |
| HMRC – <b>QTC</b>                | £2746.24 | BACS | Tax & NI – April 2024                    |
| Water Plus – <b>R&amp;A</b>      | £736.60  | BACS | Water costs allotments                   |
| Mitchells – <b>QTC</b>           | £686.40  | BACS | Air conditioning repairs                 |
| Intocleaning – <b>QTC</b>        | £2829.86 | BACS | Staff cleaning costs – April 2024        |

**To note bank transfers**

|                  |           |          |   |
|------------------|-----------|----------|---|
| Precept Transfer | £25000    | Transfer | Precept transferred from current account to general reserves                    |
| Grant Award      | £5500.00  | Transfer | Grant award towards Tractor transferred from current account to earmarked funds |
| Community Pantry | £1877.33  | Transfer | Community Pantry reimbursement from pantry account to current account           |
| Community Pantry | £1500.00  | Transfer | Community support grant from QTC to Community Pantry                            |
| Precept Transfer | £4000.00  | Transfer | Astro & QCC contingency funds   |
| CIL monies       | £65385.14 | Transfer | CIL Income  |

**The following payments were clarified:**

Grant Award of £5500.00  
Precept Transfer

Noted

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

**F.024/24-25 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**

None

**F.025/24-25 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.**

|                        |          |      |                               |
|------------------------|----------|------|-------------------------------|
| S Merrett – <b>WSC</b> | £7200.00 | BACS | Grounds maintenance materials |
|------------------------|----------|------|-------------------------------|

Cllr Powell **PROPOSED** to approve the above payments.

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

#### **F.026/24-25 Accounts/Budget Progress 2024/25**

- Noting of April & May's Bank Reconciliation.
- Overview of expenditure by means of Summary of Receipts and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

The April bank reconciliation was signed by the Chair.

Mrs Webster advised that May's accounts were not ready for the meeting. Members noted the close proximity of the F&GP meeting to the end of month and agreed that should this interfere with the ability to reconcile in future, the date of F&GP could be reconsidered.

Mrs Webster agreed to provide Scribe inhouse training to councillors.

Cllr Wilcox **PROPOSED** to agree the Summary Account Report for April 2024.

Seconded: Cllr Lee: vote: 5 for, 2 abstain: **So resolved**

#### **F.027/24-25 To consider and agree expenditure not exceeding £667.00 plus VAT for Air Conditioning repairs in main office.**

Cllr Powell asked for other contractors to be considered in the future.

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

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

#### **F.028/24-25 To consider contents of letter from Quedgeley Social Club regarding rent Reduction and agree next steps.**

Members received a copy of the letter and timeline of previous assistance to QSC prior to the meeting.

Mrs Webster advised that she had met with the Chair of the Social Club prior to the meeting as he wished for a couple of points to be taken forward.

In his opinion, the council are not adhering to their part of the Licence and feels that the council are not supporting QSC enough.

Members felt that the tone of the letter was unnecessary with particular disappointment expressed about the council not providing enough support.

Following much in-depth discussion the following proposal was made:

Cllr Wilcox **PROPOSED** to hold any decision and get an independent professional analysis of what the rent should be. Rent holidays are not to be agreed whilst the Social Club remain in debt to the council. The covenant provided by the Social Club to be investigated and understood. The matter to be reconsidered at the next F&GP meeting and should there be a rent review, this will include a full lease review.

**Seconded:** Cllr Smith: vote: 5 for, 2 non votes: **So resolved**

**F.029/24-25 To consider and agree expenditure not exceeding £414.99 for Grant Application from Quedgeley & Hardwicke Cricket Club.**

Members received a copy of the application in advance of the meeting.  
Mrs Webster provided new councillors a brief overview of the grants scheme.  
Cllr Powell suggested that the grants policy might be due a review in the forthcoming months.  
Cllr J McAllan **PROPOSED** to agree to the above expenditure.  
Seconded: Cllr B Smith: Vote: unanimous: **So resolved**

**F.030/24-25 To consider and agree expenditure not exceeding £2991.96 excluding VAT for updated computer system for office.**

Members received a copy of the proposal in advance of the meeting.  
Cllr Smith **PROPOSED** to agree to the above expenditure.  
Seconded: Cllr Wnukowska: Vote: unanimous: **So resolved**

**F.031/24-25 To consider and agree transfer of CIL money not exceeding £6997.00 to support football foundation grant award of £20993.00 for grounds maintenance equipment for KSP Sports Pitches.**

Cllr Powell provided an overview of S106 and CIL monies.  
Cllr Powell **PROPOSED** to agree to the above expenditure from CIL.  
Seconded: Cllr J Weston: Vote: unanimous: **So resolved**

**F.032/24-25 To consider and agree in principle steps towards the resurfacing of Waterwells Astro from CIL money.**

Mrs Webster advised that there is already an Astro contingency fund in place, as well as CIL money which is earmarked for Kingsway Sports Pavilion and Waterwells Sports Centre and the Astro will need replacing in a few years.  
Cllr Wilcox **PROPOSED** to agree to researching the costs for a new Astro  
Seconded: Cllr Lee: Vote: unanimous: **So resolved**

**F.033/24-25 Internal Controls – Quarter 4.**

Cllr Wilcox advised that having completed this quarter, no particular issues to speak of apart from the lacking of signatures on the payment proformas. This is due to a previous signatory leaving the council. It is hoped that with the introduction of new signatories, this will be rectified.

**F.034/24-25 To consider signatories for QTC Bank Account.**

Mrs Webster advised that since elections, there is now a shortage of Councillors set up as signatories.  
Cllr Lee **PROPOSED** to agree to all F&GP members becoming signatories.  
Seconded: Cllr Smith: Vote: unanimous: **So resolved**

**F.035/24-25 Items from Community Buildings Committee:**

Cllr J McAllan provided a brief financial update of expenditure across the centres.  
She further advised that Hall 2 kitchen at Quedgeley Community Centre is due to be refitted.  
The committee are also looking into ways of increasing the usage of the football pitches at Kingsway Sports Pavilion.  
Additional bleed kits for the community are being looked into further.

**F.036/24-25 Items from Recreation & Amenities Committee:**

Nothing to report of a financial nature.

**F.037/24-25 Items from Planning & Development Committee:**  
Nothing to report of a financial nature

**F.038/24-25 Further Business for Referral:**  
Quedgeley Social Club

**F.039/24-25 Date of Next Meeting – 1<sup>st</sup> July 2024 - Quedgeley Community Centre at 7.30pm.**

Noted.

Meeting concluded 21:10pm hrs