

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT QUEDGELEY COMMUNITY CENTRE ON MONDAY 7th AUGUST 2023 AT 7.30PM

PRESENT Cllr G Smith, Cllr Wilcox, Cllr Wheatley and Cllr Lee

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.065/23-24 Apologies.
Apologies were received and noted from Cllr S Smith, Cllr Ranford, Cllr Powell, Cllr Thompson and Cllr Barwood

F.066/23-24 Declarations of Interest.
None

F.067/23-24 To Approve the Minutes dated – 3rd July 2023
Cllr Wilcox **PROPOSED** to adopt the above Minutes as a true and accurate record.
Seconded: Cllr Smith: Vote: unanimous: **So resolved**

F.068/23-24 To report on previous actions set on 3rd July 2023
F058/23-24 – Internal Controls – See Agenda Item 11
F059/23-24 – Dog Bags – deferred to Full Council 21/08/2023

F.069/23-24 Correspondence
Nothing to report

F.070/23-24 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.**

Intocleaning – QCC	£2470.79	BACS	Cleaning costs
Iain Selkirk – QTC	£510.00	BACS	Independent Auditor Fee
PKF Littlejohn – QTC	£1638.00	BACS	External Auditor Fee
HMRC – QTC	£2741.56	BACS	Tax & NI July 2023
M&D Property – R&A/WSC/KCC/KSP/QCC/QTC	£4686.66	BACS	Groundsman and Handyman contract
The Property Centre – QTC	£7492.29	BACS	Rent/Electricity/Service Charges
S Merrett Services – WSC	£7200.00	BACS	Grounds Maintenance Materials
Water Plus – WSC	£1457.80	BACS	Water Bill
D Jones – R&A	£700.00	BACS	Burial Plot
HMRC – QTC	£2791.32	BACS	Tax & NI June 2023
Transfer of Precept	£50000.00	Transfer	Transfer from reserves to current account

Mrs Webster clarified the payment to S Merrett.

Noted

F.071/23-24 To Note the following Accounts Paid by cheque prior to the Publication of the Agenda for £500.00 or over.

None

F.072/23-24 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.

Mrs Webster read out the following payments for approval.

M&D Property – <i>R&A/WSC/KCC/KSP/QCC/QTC</i>	£4822.78	BACS	Groundsman and Handyman contract
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Cllr Wilcox **PROPOSED** to approve the above payments.

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

F.073/23-24 Accounts/Budget Progress 2023/24

- Noting of July Bank Reconciliation
- Overview of expenditure by means of Summary of Receipt and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

Members agreed that the budget is running according to plan.

Cllr Smith **PROPOSED** to approve the Summary Account Report

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

F.074/23-24 External Audit

Mrs Webster advised that all paperwork has now been audited by PKF Littlejohn with no exceptions. Notice of Conclusion of Audit is currently displayed in the office window.

Members expressed their thanks to Mrs Webster for a successful Audit.

F.075/23-24 Internal Controls

Mrs Webster advised that the Internal Controls have been done for Quarter 4 2022-23. One recommendation made for date of payment to be stated on audit sample.

F.076/23-24 To consider and agree expenditure not exceeding £4500.00 per year over next 3 years for grant application from Home-Start, Stroud and Gloucester.

Mrs Webster provided an overview, including email correspondence received since receipt of the application.

Members expressed concerns that the amount requested would absorb most of the council's grants budget and that grants are normally issued for specific items, rather than for general running costs.

Following much discussion, Cllr Smith **PROPOSED** to decline the application in its current format but will consider a grant application for a small project in line with the council's current grants funding policy.

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

F.077/23-24 Items from Community Buildings Committee:

Nothing to report since the report at Full Council.

F.078/23-24 Items from Recreation & Amenities Committee:

Cllr Smith advised that Cllr Thompson will be providing a reminder to all councillors that events need to be supported by everyone, not just R&A members.

Cllr Wheatley advised that the quotes for Druids Oak have been received and he is comfortable with the figures.

F.079/23-24 Items from Planning & Development Committee:

Nothing financial to report.

F.080/23-24 Further Business for Referral:

Druids Oak – Full Council

F.081/23-24 Date of Next Meeting – 4th September 2023 - Quedgeley Community Centre at 7.30pm.

Noted.

Meeting concluded 20.00hrs