

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT QUEDGELEY COMMUNITY CENTRE ON MONDAY 4<sup>th</sup> DECEMBER 2023 AT 7.30PM**

**PRESENT** Cllr G Smith, Cllr Wilcox, Cllr Wheatley, Cllr Lee, Cllr Barwood, Cllr V Ranford and Cllr B Ellis

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

**F.109/23-24 Apologies.**

Apologies were received and noted from Cllr S Smith

**F.110/23-24 Declarations of Interest.**

Cllrs Smith, Lee and Ellis declared a personal interest on Agenda Item 11

**F.111/23-24 To Approve the Minutes dated – 2<sup>nd</sup> October 2023**

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

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

**F.112/23-24 Correspondence**

None

**F.113/23-24 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.**

CTIH Limited – <i>R&amp;A</i>	£753.00	BACS	Stewards Firework Display – <i>Minute Ref: R.038/23-24</i>
Star Fireworks – <i>R&amp;A</i>	£6501.60	BACS	Fireworks – <i>Minute Ref: R.038/23-24</i>
D Jones – <i>R&amp;A</i>	£700.00	BACS	Burial Plot – <i>Daily Running costs</i>
D Jones – <i>R&amp;A</i>	£700.00	BACS	Burial Plot – <i>Daily Running costs</i>
HMRC – <i>QTC (Nov)</i>	£2663.25	BACS	Tax & NI – <i>Staffing Costs</i>
M&D Property – <i>R&amp;A/WSC/QCC/KCC/KSP/QTC</i>	£5067.92	BACS	Groundsman and Handyman contract
Transfer from business account to earmarked funds	£54119.52	Transfer	Unidentified Credit
Mutts Butts – <i>QTC</i>	£1315.99	BACS	Dog Bags – <i>Daily Running Costs</i>
Intocleaning – <i>QTC</i>	£2470.79	BACS	Staff cleaning costs
The Property Centre – <i>QTC</i>	£6532.06	BACS	Office Rent/service charges/electricity charges – <i>Daily Running Costs</i>
Transfer from QCC contingency account to business account	£6854.66	Transfer	KCC Flooring – <i>Minute Ref: FC.086(b)/23-24 &amp; C.51(b)/23-24</i>
D Jones – <i>QTC</i>	£700.00	BACS	Burial Plot – <i>Daily Running Costs</i>

Water Plus – <i>R&amp;A</i>	£710.88	BACS	Allotments – <i>Daily Running Costs</i>
Replay Maintenance – <i>WSC</i>	£3055.50	BACS	Astro maintenance contract – <i>Minute Ref: C.62(a)/23-24</i>
HMRC – <i>QTC (Oct)</i>	£2779.02	BACS	Tax & NI – <i>Staffing Costs</i>
HMRC – <i>QTC (Aug)</i>	£2536.95	BACS	Tax & NI – <i>Staffing Costs</i>
APM Fire & Security – <i>KCC</i>	£527.69	BACS	Intruder Alarm contract – <i>Minute Ref: C71(b)/23-24</i>
Home-Start – <i>QTC</i>	£1088.00	BACS	Grant Award – <i>S137 expenditure</i>

**The following matters were discussed and clarified:**

M&D Property – Costs for November

Unidentified Credit – possibly CIL money – enquiries ongoing

D Jones – burial fees clarified.

All payments under £500.00 included in Scribe reports.

**Noted**

**F.114/23-24 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**

None

**F.115/23-24 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.**

Neptune – <i>KSP</i>	£712.62	BACS	Boiler repairs
----------------------	---------	------	----------------

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

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

**F.116/23-24 Accounts/Budget Progress 2023/24**

- Noting of October and November's Bank Reconciliations
- Overview of expenditure by means of Summary of Receipt and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

Members took note of the Summary Account Report and monthly stats.

- It was noted that the unidentified credit could be distorting the income figures.
- Income overall remains healthy
- Charging for Dog Bags proving successful.

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

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

**F.117/23-24 To consider and agree expenditure not exceeding £700.00 for repairs to Office air conditioning unit.**

Mrs Webster confirmed that repairs form part of council's responsibilities.

Cllr Wilcox **PROPOSED** to agree to the expenditure.

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

**F.118/23-24 To consider and agree donation of £100.00 to Royal British Legion as a mark of respect of the Fireworks Display held on Armistice Day.**

Cllr Lee **PROPOSED** to agree to the above donation

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

**F.119/23-24 To consider and agree donation of £100.00 to Help if we Can in recognition of assistance to the council at the 2023 Firework Display.**

Cllr Barwood **PROPOSED** to agree to the above donation

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

Cllr Ranford asked for clarification regarding HiWC's charity status.

**F.120/23-24 To consider and agree expenditure not exceeding £550.00 for the services Of Iain Selkirk – Independent Auditor for 23/24 financial accounts.**

Cllr Wilcox **PROPOSED** to agree to the above expenditure and services.

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

**F.121/23-24 To consider and agree expenditure not exceeding £780.00 for annual Scribe Accounts software package.**

Cllr Ranford **PROPOSED** to agree to the above expenditure

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

**F.122/23-24 Items from Community Buildings Committee:**

Nothing to report since the report at Full Council.

**F.123/23-24 Items from Recreation & Amenities Committee:**

Nothing to report

**F.124/23-24 Items from Planning & Development Committee:**

Nothing to report.

**F.125/23-24 Further Business for Referral:**

Cllr Ranford asked for craft events to be talked about at R&A

**F.126/23-24 Date of Next Meeting – 2<sup>nd</sup> January 2024 (tbc) - Quedgeley Community Centre at 7.30pm.**

Noted.

Meeting concluded 20.00hrs