

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT QUEDGELEY COMMUNITY CENTRE ON MONDAY 2nd December 2024

PRESENT Cllr Lee, Cllr Smith, Cllr Powell, Cllr Wilcox, Cllr Pearce and Cllr McAllan

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.105/24-25 Apologies.
Apologies were received and noted from Cllr Weston and Cllr Wnokowska

F.106/24-25 Declarations of Interest.
None

F.107/24-25 To Approve the Minutes dated 4th November 2024
Cllr Smith **PROPOSED** to adopt the above Minutes as a true and accurate record.
Seconded: Cllr Wilcox: Vote: unanimous: **So resolved**

F.108/24-25 To report on previous actions set on 4th November 2024
None

F.109/24-25 Correspondence
Mrs Webster provided a brief overview regarding the Social Club Premises. The preferred applicant has subsequently withdrawn their offer to proceed with their idea and therefore the council now need to consider bringing the premises up to standard before considering any further applications. This would incur a financial implication to the council. Cllr Pearce agreed this matter needs to be deferred back to Full Council with a view to obtaining quotes in the meantime for remedial works to the premises.

F.110/24-25 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 – R&A/QCC/WSC/KCC/KSP/QTC | £4278.89 | BACS | Groundsman and Handyman Contract |
| The Property Centre – QTC | £6526.11 | BACS | Office Rent/Service Charge/Electricity |
| HMRC – QTC | £2857.69 | BACS | Tax & NI |

Noted

To note bank transfers

None

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

F.111/24-25 To Note the following Accounts Paid by **cheque prior to the Publication of the Agenda for £500.00 or over.**

None

F.112/24-25 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.

| | | | |
|---------------------------|----------|------|--------------------|
| Intocleaning – QTC | £2829.86 | BACS | Cleaning costs QCC |
|---------------------------|----------|------|--------------------|

Cllr Pearce **PROPOSED** to approve the above payments.
 Seconded: Cllr Smith: Vote: unanimous: **So resolved**

F.113/24-25 Accounts/Budget Progress 2024/25

- Noting of November 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 November bank reconciliation was signed by the Chair.

Cllr Wilcox advised that the budget is currently in a healthy position.

A general discussion took place regarding income -v- expenditure for Kingsway Sports Pavilion. Cllr Smith requested a list of larger payments due to go out by the end of the financial year to assist him with forecasting.

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

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

F.114/24-25 To consider and agree expenditure not exceeding £936.00 for Scribe renewal

Cllr Smith **PROPOSED** to agree to the above.

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

F.115/24-25 Revision of Grants Policy

Members received the current policy in advance of the meeting.

The following changes were agreed:

Line 1 – change the word businesses to non-profit making organisations.

Line 5 – change the wording to one application per organisation per financial Year.

Line 7 – add: of Quedgeley

Line 10 – change the wording to consideration of other funds raised.

Line 12 – add supported by accounts and/or business plan.

Line 13 – Remove

Cllr Pearce **PROPOSED** to agree to the above changes.

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

F.116/24-25 To re-consider and agree expenditure not exceeding £902.00 for grant application From Anton Mackman

Following much discussion:

Cllr Lee **PROPOSED** to agree up to £902.00 with encouragement to the applicant to purchase the items required at a cheaper price if possible with receipts provided. Workshops to be fully based in Quedgeley.

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

F.117/24-25 To consider future audit requirements

Mrs Webster advised that GAPTC are now advertising their audit service which the committee might want to consider.

The matter was deferred to the next F&GP meeting to allow time for Mrs Webster to be fully informed of the service they provide in comparison to the long term auditor to the council.

F.118/24-25 Internal Controls Quarters 1 & 2 – to note recommendations

Mrs Webster advised that the controls were undertaken by a former councillor, with the following points to note:

Quarter 1 – no recommendations

Quarter 2 –

Spot check on invoices showed only one signature on one of the Invoices.

Recommendation: All invoices to be signed by two councillors.

Spot check on F&GP minutes showed one month with no proposal to accept the Summary of Accounts.

Recommendation: Summary of Accounts must be subject to a formal proposal at all F&GP meetings.

Cllr Lee **PROPOSED** to note the above recommendations for correction.

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

F.119/24-25 Items from Community Buildings Committee:

Cllr McAllan provided a verbal report to the committee covering the following:

Quedgeley Community Centre – Asbestos Report including Social Club premises.

Kingsway Sports Pavilion – Smart Trace Water to protect grounds maintenance equipment. Equipment has been coded and information passed to the Police.

Waterwells Sports Centre – Kickboards installed as part of the replacement of the Astro Turf.

General waste collection contracts to be changed with a saving of £840.00 per annum. IT being looked into for all buildings.

F.120/24-25 Items from Recreation & Amenities Committee:

With the absence of the Chair, Mrs Webster provided a brief update on the expenditure involved with the Annual Christmas Event.

F.121/24-25 Items from Planning & Development Committee:

Meeting taking place on 13th December to discuss Kingsway Traffic situation.

F.122/24-25 Further Business for Referral:

2024/25 Audit

Social Club Premises

F.123/24-25 Date of Next Meeting – 6th January 2025 - Quedgeley Community Centre at 7.30pm.

Noted.

Meeting concluded 20:45pm hrs