

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT QUEDGELEY COMMUNITY CENTRE ON MONDAY 5th February 2024 AT 7.30PM

PRESENT Cllr G Smith, Cllr Wilcox, Cllr Wheatley, Cllr Barwood and Cllr Powell

OFFICER PRESENT: Mrs J Webster – Town Clerk & RFO

F.142/23-24 Apologies.

Apologies were received and noted from Cllr S Smith and Cllr Lee.

F.143/23-24 Declarations of Interest.

None

F.144/23-24 To Approve the Minutes dated – 2nd January 2024

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

F.145/23-24 Correspondence

None

F.146/23-24 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.**

Gloucester City Council – KCC	£1250.00	BACS	KCC Rent
M&D Property – R&A/WSC/QCC/KCC/KSP/QTC	£2380.94	BACS	Groundsman and Handyman contract
The Property Centre – QTC	£6548.38	BACS	Office Rent/Service Charge and Electricity
Formation Flooring – KCC	£549.32	BACS	Uplifting old flooring – Minute Ref: C081/23-24
Formation Flooring – KCC	£6611.70	BACS	Fitting and provision of new flooring – Minute Ref: C051/23-24(b)
HMRC – QTC	£4511.55	BACS	Tax & NI

TRANSFERS

Transfer from QCC Contingency to Astro Contingency. Rename of Astro Contingency to Astro & ACC Contingency Account	£7366.32	Transfer	Transfer of monies and merging of two headings to create Community Pantry Account
Transfer from Reserves to Current Account	£50000	Transfer	Precept
Transfer from Current Account to newly formed Community Pantry Account	£1475.00	Transfer	Minute ref: FC158/23-24 agreement to vire community support budget to community pantry.
Transfer from Current Account to YPC and Earmarked Funds	£500.00	Transfer	Incoming grant from City towards KSP tractor

Payments under £500.00 are provided by means of the Scribe Pay Schedule and noted under Agenda item 8.

Noted

F.147/23-24 To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.

None

F.148/23-24 To Approve the following Accounts Paid, for Payment and any other Accounts Received since Publication of the Agenda for £500.00 or over.

Intocleaning – QTC	£1821.06	BACS	QCC Cleaning costs
Intocleaning – QTC	£2389.57	BACS	QCC Cleaning costs
Matt Hale – WSC	£1020.00	BACS	Tree surgery
Greenfields – R&A	£4260.72	BACS	Druids Oak Playpark painting
Neptune – QCC/KCC/WSC/KSP	£1245.60	BACS	Heating service costs
Space Catering uk – QTC	£620.40	BACS	Community Pantry Fridge
Greenfields – R&A	£31564.80	BACS	Druids Oak Playpark resurfacing
Transfer from General Reserves to Current Account	£29854.60	Transfer	Viring of funds for Druids Oak project

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

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

F.149/23-24 Accounts/Budget Progress 2023/24

- Noting of December and January Bank Reconciliation
- Noting of new account heading – Community Pantry Account
- Overview of expenditure by means of Summary of Receipt and Payments
- Stats on Income generated from Hiring of Community Centres and Sports Centres

No issues raised.

Cllr Smith **PROPOSED** to agree the Summary Account Report for December and January 2024.

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

F.150/23-24 To consider and agree draft budget for 2024-25 *Budget proposal issued in advance of meeting*.

Members reviewed the budget proposal in detail.

Cllr Powell **PROPOSED** to reduce the improvement costs for R&A by £2000.00, leaving a figure of £284812.67 to be recommended to Full Council as the 2024/25 precept.

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

F.151/23-24 To consider and agree updated Risk Management Document *issued in advance of meeting*

Cllr Powell advised that assurance is needed to ensure that a secure back up plan is in place.

Cllr Wheatley **PROPOSED** to adopt the latest version of the Risk Management Document.

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

F.152/23-24 To consider and agree Internal Controls for Quarters 2 and 3 and to note any recommendations:

No recommendations to report at this present time.

F.153/23-24 Items from Community Buildings Committee:

Nothing to report

F.154/23-24 Items from Recreation & Amenities Committee:

Completion of Druids Oak.

Cllr Wilcox provided a brief overview on the hedge cutting at Waterwells.

Draft of new QTC poster.

F.155/23-24 Items from Planning & Development Committee:

Cllr Powell advised that he had sent an email out to all councillors regarding the new local plan.

Nothing further to report

F.156/23-24 Further Business for Referral:

None

F.157/23-24 Date of Next Meeting – 4th March 2023 - Quedgeley Community Centre at 7.30pm.

Noted.

Meeting concluded 20.35hrs