

QUEDGELEY TOWN COUNCIL

"Working with the community for the community"

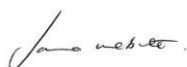
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FINANCE AND GENERAL PURPOSES COMMITTEE AGENDA

Cllr Tina Whukowska
Cllr N Lee
Cllr B Smith
Cllr Powell

Cllr Wilcox
Cllr Pearce
Cllr Ranford

You are **INVITED** to attend a meeting of the Finance and General Purposes Committee in the Committee Room at Quedgeley Community Centre on **Monday 1st December 2025** at **7.30pm**



Jacquie Webster
Town Clerk & RFO

Dated: 25th November 2025

AGENDA

1. **Apologies.**
To note apologies if any.
2. **Declarations of Interest.**
To note any declarations of personal and/or prejudicial interests in relation to items on the agenda.
3. **To Approve the Minutes of the committee meeting dated 6th October 2025**
4. **To report on previous actions set on 1st October 2025**
None
5. **Correspondence**
Independent Audit Controls year ending 2025/26
6. **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	£3800.94	BACS	Groundsman and Handyman Contract
Apex Events – R&A	£3149.55	BACS	Fireworks 1st Installment
Matthew Flanagan – R&A	£800.00	BACS	The Moat Bridge
Geosphere Ltd – QTC	£720.00	BACS	Parish On Line Mapping
S Merrett Services – KSP	£3245.04	BACS	Grounds maintenance
HMRC – QTC	£3705.83	BACS	Tax & NI
APM Fire & Security – KCC	£554.08	BACS	Alarm service
The Property Centre – QTC	£6541.76	BACS	Rent/Electricity/Service Charges
Aquasafe – QCC/KSP/KCC/WSC	£756.00	BACS	Legionella TMV checks
Broxap – R&A	£1339.02	BACS	3 x litter bins
Apex Events – R&A	£7348.95	BACS	Final Installment
Ukes Construction – QCC	£4301.50	BACS	Ceiling repairs
Parish Online – QTC	£576.00	BACS	Annual Website Fee

Scribe – QTC	£936.00	BACS	Accounting Software annual renewal fee
SW Hygiene – KCC	£612.72	BACS	Hygiene Contract
Ukes Construction – QCC	£1642.00	BACS	Ceiling repairs
M&D Property - R&A/QCC/WSC/KCC/KSP/QTC	£5552.93	BACS	Groundsman & Handyman contract
Intocleaning – QTC	£3178.27	BACS	Staff cleaning costs QCC

To note bank transfers

Earmarked Reserves – Current Account	£800.00	Transfer	The Moat Bridge
General Reserves – Current Account	£4619.75	Transfer	QCC Ceiling Repairs – Minute Ref: FC.134/25-26
QCC Contingency – Current Account	£11366.00	Transfer	QCC Ceiling Repairs – Minute Ref: FC.134/25-26
Community Pantry – Current Account	£1899.96	Transfer	Firework takings using pantry sum up machine.

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

7. **To Note the following Accounts Paid by **cheque** prior to the Publication of the Agenda for £500.00 or over.**
None at the time of the agenda.

8. **To approve the following Accounts Paid, for payment and any other accounts received since publication of the agenda for £500.00 – to be confirmed at the meeting.**

9. **Accounts/Budget Progress 2025/26**

- Noting of Bank Reconciliations October and November 2025
- Overview of expenditure
- Stats on Income generated from Hiring of Community Centres and Sports Centres

10. **To consider Quarters 1&2 Internal Controls 2025-26 and to note any recommendations.** *Cllr B Smith*

11. **To consider and agree Annual Risk Assessment - *attached***

12. **To consider break clause in lease of Unit 8, Quedgeley Olympus Business Centre and consider whether to renew and discuss implications for both.**

13. **Items from Recreation & Amenities Committee:**
Report by Committee Chair for information only

14. **Items from Planning & Development Committee:**
Report by Committee Chair for information only

15. **Items from Community Buildings Committee:**
Report by Committee Chair for information only

16. **Further Business for Referral:**
To consider any matters to be referred to Council or another Committee.

17. **Date of Next Meeting – Monday 5th January 2026**

Unit 8, Olympus Park Business Centre, Quedgeley, Gloucester. GL2 4NF