**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT QUEDGELEY COMMUNITY CENTRE ON MONDAY 5TH SEPTEMBER 2022 AT 7.30PM**

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

**F.081/22-23 Apologies.**

Apologies were received and noted from Cllr S Smith, Cllr Thompson and Cllr Lee

**F.082/22-23 Declarations of Interest.**

None

**F.083/22-23 To Approve the Minutes dated** **– 1st August 2022**

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

Seconded: Cllr Wheatley: Vote: 3 for, 1 abstain, 1 against: ***So resolved***

**F.084/22-23 To report on previous actions set on 1st August 2022**

*FC.065/22-23* – Mrs Webster to contact GAPTC regarding relisting agenda item. Complete

FC.070/22-23 – Mrs Webster to provide breakdown of reserves to next F&GP meeting. Complete

**F.085/22-23 Correspondence**

Annual Return – Mrs Webster confirmed that the AGAR had now been returned complete from PKF Littlejohn Auditors. One exception in Section 3, External Auditor Report: Section 2 not signed by RFO prior to approval by Council. It was noted that this would be corrected during the next end of financial year AGAR.

Kingsway Community Centre defects– Mrs Webster confirmed that the Town Councillor Solicitor would review the lease currently in place, however with a charge of circa £1000.00.

Cllr Wilcox **PROPOSED** not to proceed with legal costs and asked that Mrs Webster compile a letter instead which should be passed through F&GP for approval prior to sending.

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

*Action: Mrs Webster to compile letter to GCC regarding Kingsway defects.*

**F.086-22/23 To Note the following Accounts Paid by means of electronic banking and Debit Card Paymen**t for £500.00 or over prior to the publication of the Agenda.

|  |  |  |  |
| --- | --- | --- | --- |
| M&D Property Maintenance – *QCC/KCC/WSC/KSP/QTC/R&A* | £3822.16 | BACS | Grounds Maintenance & Handyman Contract |
| EW Ltd – *QTC* | £2472.41 | BACS | H&S Insurance |
| D Jones – *R&A* | £700.00 | BACS | Burial Plot Fee |
| Replay Maintenance – *WSC* | £2994.00 | BACS | Astro Turf Maintenance Contract |
| General Reserves Transfer | £20000.00 | Transfer | Precept Transfer |
| HMRC – *QTC* | £1889.88 | BACS | Tax & NI |

**F.087/22-23 To Note the following Accounts Paid by cheque prior to the Publication of the**

**Agenda for £500.00 or over.**

None at this time.

**F.088/22-23 To Approve the following Accounts Paid, for Payment and any other Accounts**

**Received since Publication of the Agenda for £500.00 or over.**

|  |  |  |  |
| --- | --- | --- | --- |
| PKF Littlejohn – QTC | £1560.00 | BACS | Audit Fees |
| Transfer | £6588.00 | Transfer | Viring of monies from Reserves to Community Buildings Budget F.080/22-23 |

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

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

**F.089/22-23 To consider outcome or recommendations from Internal Controls April – June 2022.**

Cllr Smith advised that Cllr Lee had conducted the Internal Controls in his presence and there were no recommendations to make.

**F.090/22-23 To consider and agree changing card provider at a rate of £25.00 per month, PCI compliance fee of £45.00 per annum and £4.80 per month thereafter.**

Mrs Webster advised that the current card provider is causing problems and having conducted a price search, more competitive and reliable providers are currently available.

Cllr Wheatley **PROPOSED** to agree changing card provider.

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

**F.091/22-23 Accounts/Budget Progress 2022/23**

* Noting of August 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

* Cllr Powell asked for utility contracts to be checked.
* Cllr Wilcox provided an overview of Income -v- expenditure for each centre.
* Members noted that the Social Club’s payments are currently up to date.
* A concern was raised regarding the rateable value of Waterwells Sports Centre.

*Action: Mrs Webster to check current utility contracts and to report back to F&GP*

*Action: Mrs Webster to contact Valuation Office to confirm business rates and matter to be deferred to Community Buildings Committee.*

**F.092/22-23 Items from Community Buildings Committee:**

Nothing further to report.

**F.093/22-23 Items from Recreation & Amenities Committee:**

Nothing further to report.

**F.094/22-23 Items from Planning & Development Committee:**

Committee very happy with new venue for their meetings.

Nothing further to report.

**F.095/22-23 Further Business for Referral:**

None

**F.096/22-23 Date of Next Meeting – 3rd October 2022 - Quedgeley Community Centre at 7.30pm.**

Noted.

Meeting concluded 20.15 hrs