

Queenborough Town Council

Minutes of the meeting of the **Finance & General Purposes Committee**

On **Monday 16th January 2023** at 19.00 in the Committee Room, 44 High Street,
Queenborough

**ALL MINUTES ARE WATERMARKED 'DRAFT' AND REMAIN A DRAFT COPY UNTIL THEY ARE
AGREED AT THE NEXT RELEVANT COUNCIL OR COMMITTEE MEETING.**

Committee Present: Councillors Shiel, Constable, Marchington, Darby, Telford, Fowle
Lisa Gransden – Town Clerk & RFO

Councillor Marchington is Chairman of the F&GP Committee 2022/2023

1. Apologies and grounds for absence: Cllr Stockbridge (work) and Cllr Simpson (unwell)

2. Declaration of Interests: None.

3. Public questions: None

4. Minutes of the meeting held on 5th December 2023

The minutes were reviewed and adopted as a true copy and signed as a true copy.
by the Chairman.

5. Matters arising from the meeting held on 5th December 2022 - None

6. Chair's remarks – Thank you for coming, reporting the year end is coming up before
April.

7. Small Society Lottery application

Reviewing the Clerk report on obtaining a small society lottery registration for the sum of
£40, to allow the Council to operate raffles over a period.

Councillors approved by resolution to obtain a small society lottery registration. **Action the
Clerk**

8. Application for discretionary grant

Queenborough Bowling Club applied for a grant in the sum of £1,800/£2,000 depending on
the cost of fencing panels at the time of purchase for new fencing on the car park site due to
damage and security from intruders. The Committee proposed £1,800 be granted to be
approved by Full Council. **Action the Clerk**

9. Human Resources

The Clerk reported to the committee on her extra hours worked for the Council over the past two years.

The committee reviewed the working pattern of the Clerk and by resolution agreed that the Clerk continues to be paid her basic salary plus extra hours worked, with maximum weekly extra working hours being no more than nine.

10. Public open office hours

Open office hours were reviewed, and it was agreed that the outdated sign on the front of the council office be replaced. The new sign and open public office hours agreed, to read.

Queenborough Town Council

Open to the public

Tuesday 9.15am – 12.00pm

Thursday 9.15am – 12.00pm

And by appointment

Tel: 01795 668509

To be forwarded to Full Council for approval. **Action the Clerk**

11. Correspondence –

Councillors noted the Precept and lighting grant listings from SBC listing those parishes receiving lighting grants from the Borough Council.

12. Financial Reports

Cashbook and Bank Reconciliation

The Cashbook was noted, and the bank reconciliations were approved for November and December 2022 with the exception recorded on the cashbooks and agreed by the F&GP Committee, reporting that cash donations received and spent by the food bank committee during November and December 2022 will be recorded in the Town Council January 2023 cashbook. The reason for this is that the Clerk is awaiting paperwork for the cash donations and spent from the food bank committee for the records.

b) Payments for authorisation –

The Reindeer Centre, Prime One Maintenance, HMRC and Nest Pension payments were approved, with no further matters arising.

13. Reserved for late items – The Mayor reported on the photocopier and renewing the lease.

14. Any Other Business – None.

There being no further business the finance meeting closed at 20.32 hours.

Date of next meeting: Monday 27th February 2023