

Queenborough Town Council

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

On **Monday 20th June 2022** at 19:30 in the Guildhall, High Street, Queenborough

Committee Present: Councillors Shiel, Marchington, Fowle, Clulow, Darby, Telford, Constable, Simpson.

1. Apologies and grounds for absence – Cllr Beart, Deputy Mayor of Queenborough and ex officio of the committee is at a Swale Borough Council meeting and will try to attend this meeting, time allowing after the close of the SBC meeting.

2. Declaration of Interests: Cllr Clulow as director of Handy Prints for payments at item 17.

3. Nomination & Election of Environment Committee Chairperson 2022/2023: Councillor Constable nominated Councillor Marchington, seconded by Councillor Shiel. There were no other nominations. Councillors voted and Cllr Marchington was elected to serve as the new Chairman of the Finance & General Purposes Committee.

4. Public questions – None

5. Minutes of the meeting held on 14th February 2022.

The minutes were reviewed and adopted as a true copy and signed as a true copy by the Chairperson of the meeting, Cllr Marchington.

6. Matters arising from the meeting held on 14th February 2022: there were no matters arising.

7. Minutes of the meeting held on 9th May 2022

The minutes were reviewed and adopted as a true copy and signed as a true copy by the Chairperson of the meeting, Cllr Marchington.

8. Matters arising from the meeting held on 9th May 2022 - None

9. Chair's remarks

Cllr Marchington wished everyone a good evening and looked forward to operating meetings normally and correctly, moving forward.

10. Equipment warranties

Warranties for the JVC TV Screen £70 a year and Dell laptop £50 a year are up for renewal. After discussions it was agreed that the Clerk will look to cover under the Town Council insurance into costs, if not covered then she was granted permission to go ahead and purchase the warranties.

11. Approval of the Annual Governance Statement

The Annual Governance Statement was agreed by resolution, ahead of the Accounting statements for 2021/2022.

12. Draft accounts for 2021/2022 and report on audit for last year.

The draft accounts prepared by the Clerk were reviewed noting reserves being held by the Town Council. Reserves to the accounts, were agreed by members. The Clerk reported on the audit possibly being submitted late, as the Council were still waiting on the internal auditor to complete his work. The submission date to the external auditor is 1st July 2022. This may require notification of late filing due to the internal auditor uncompleted work and other extra works undertaken by the Clerk.

13. Handy Person vacancy advertisement

The advertisement prepared by the Clerk was reviewed with minor amendments and will be advertised in the community and local paper.

14. KALC and NALC subscription

It was agreed to renew the QTC subscription at a cost of £934.15 inc VAT.

15. Human Resources

The Clerk reported on her untaken holiday from 2021/2022 being six days, the Committee granted that she carries over here holiday to this year 2022/2023.

The Clerk reported on the NJC wage increase changes from April 2021, she will review and report to the next meeting of the F&GP.

16. Correspondence – None

17. Cashbook and Bank Reconciliation

a) The Cashbook was noted, and the bank reconciliations were approved for April and May 2022.

b) **Payments made for April and May 2022** – payment sheets were noted for all bank payments made in the month and will be signed by the Mayor/Chairperson, there were no matters arising.

c) **Payments made between the meetings of Full Council and Finance & General Purposes.** Payments made were reviewed and approved.

d) Payments for authorisation

Payments were approved for

SBC £289.50 In Bloom, SLCC Membership £171.00, Viking £67.88, Handy Prints £55.20, KALC Subscription £934.15 inc. VAT, Mayors Allowance £2,000

18. Closed Session to Members of the Public and Press regarding an internal item.

The closed item was regarding an internal office matter, to be resolved by the Clerk and Councillors. An action plan to resolve was agreed.

19. Reserved for Late Inclusions Previously Notified to the Chair – None

20. Any Other Business:

Cllr Marchington reported on Queenborough Yacht Club entering In Bloom for business in the local judging. Cllr Telford will report on the local judging date once it is confirmed. They would like to have the back garden of the Club judged.

The Clerk asked for all Councillors present to clear their tablets of any junk mail to free up usage space across the tablets.

Cllr Telford will contact Unit Engineering regarding repairs to the bin outside the office, for repair prior to In Bloom judging.

There being no further business the finance meeting closed at 20.04 hours

Date of next meeting: Monday 1st August 2022