

Queenborough Town Council

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

On **Monday 26th September 2022** at 18.30 in the Guildhall, High Street, Queenborough

The meeting was part recorded from item 8.

Committee Present: Councillors Shiel, Fowle, Stockbridge, Constable, Simpson.

Councillor Marchington (Chairman) arrived during item 7.

Cllr Flew was also present.

Lisa Gransden – Town Clerk – mobility issues in attending the meeting in person.

The Town Clerk joined virtually up to item 8 with extremely limited coverage of the meeting due to the hearing quality of the technology being used.

The minutes from Item 8 were taken from a recording taken by Cllr Shiel.

Councillor Simpson chaired the meeting until the Chairman of Finance & General Purposes arrived at the meeting.

1. Apologies and grounds for absence: Cllr Darby – attending SBC meeting, Cllr Telford – holiday.

2. Declaration of Interests: None.

3. Public questions: None

4. Minutes of the meeting held on 1st August 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.

5. Matters arising from the meeting held on 1st August 2022:

Cllr Simpson asked if Southern Water would be refunding the costs for the Emergency water operation, the Clerk virtually replied this had been reimbursed from Southern Water just last week.

6. Chair's remarks - None.

7. Consider support towards the Tourist Information Centre on the Isle of Sheppey.

Councillors had been circulated supporting documents from the Town Clerk.

Cllr Marchington entered the meeting.

Cllr Simpson gave the Chair back to Cllr Marchington for the rest of the meeting.

Cllr Marchington chaired the meeting.

The Committee agreed to awarded £50 from grant funding to the Information Centre. To be carried to Full Council for approval. **Action the Clerk**

8. To consider opting out of the SAAA central external auditor appointment arrangements.

Councillors had been circulated supporting information from the Town Clerk.

The Committee deferred the item to the next F&GP meeting when the Clerk is in attendance.

9. Shelving for storeroom at 44 High Street, Queenborough

Cllr Marchington had produced material cost of £600 for shelving which also included costs for timber/decking for the outside shed base and £250 for labour assistance.

The Clerk had advised by email to all Councillors that she had not had time to source further racking and labour quotes before tonight's meeting.

The Committee agreed to pay costs up to the sum £1,500 for these works. To be forwarded to Full Council for approval. **Action the Clerk**

10. Setting of Members Allowance for 2022/2023

Councillors had been circulated a report from the Clerk on the current and proposed members allowances.

It was agreed by the Committee, that a basic allowance for Town Councillors was increased to £339.30 from £272, £339.30 being the maximum of 5% of Swale Borough Councillor's Basic Allowance for 2022/2023. **Action the Clerk.**

11. Donation to Queenborough Museum

Councillors had been notified of the removal of item 11 from the agenda prior to the meeting by the Clerk, due to the item already being resolved at Full Council on 15th August 2022.

Councillors went ahead with the item tonight and again agreed to donate the £150 to the Queenborough Museum from the Queenborough Fishery Trust storage receipt.

12. Human Resources

Councillors had been circulated a request from the Clerk on her further training.

The Clerk has passed the ILCA qualification, and it was agreed by Councillors to fund the amount of £120 plus VAT for the Clerk to take the ILCA to CILCA course, with Cllr Fowle reporting this was important for the Clerk to continue training. **Action the Clerk**

13. Correspondence – None

14. Financial Reports

Cashbook and Bank Reconciliation

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

b) Payments made for July and August 2022 – payments were noted, 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 Cllr Telford reimbursement £32.99 In Bloom expenses for SBC Climate Event, Cllr Constable reimbursement food bank purchases £61.93, Cllr Constable reimbursement food bank purchases £30.50, Aldi VAT only invoice on Water £774.97, Viking Stationery £42.25, Swale Borough Council £1,300 (Licence 1.9.2022 to 31.8.2023), Wages £1,197.16

15. Reserved for Late Inclusions Previously Notified to the Chair - None

16. Any Other Business:

Queenborough Guildhall

Cllr Marchington reported on the meeting being held tonight by Swale Borough Council, the item being on Queenborough Guildhall, to which he hopes the Guildhall will be included on the SBC Sittingbourne and Sheerness building maintenance plans.

He reported on the SBC survey document provided for the Guildhall, (which had previously been circulated to all councillors by the Clerk) reporting this was a little on the light side regarding the building condition and issues, there is lots more required for the upkeep of the Guildhall, than is shown in this report.

Cllr Simpson reported it was considered by QTC in the past, taking over the Guildhall, but SBC wanted QTC to pay for repairs and give QTC the building free, but a survey of costs of repair was never done.

Cllr Constable suggested that QTC in the future could authorise a survey on the building, although taking on the Guildhall, could be a future burden for the Town Council.

Cllr Marchington replying that Central Government are putting more power into parish councils and that the building should come back to Queenborough. If this happened QTC would have to budget annually, even the replacement of the worn curtains in the building would be costly.

Cllr Flew asked if this would include the museum as part of the Guildhall building, reply received was that this comes under the Queenborough Society. Cllr Fowle reporting so many people want to join the Queenborough Society, Cllr Shiel reporting he had given Caroline at the museum two pounds to join the Queenborough Society but was still not a member.

There being no further business the finance meeting closed at 19.48 hours

Date of next meeting: Monday 24th October 2022