

## **Queenborough Town Council**

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

On **Monday 27<sup>th</sup> February 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

Lisa Gransden – Town Clerk & RFO

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

- 1. Apologies and grounds for absence:** Councillor Sandra Fowle - work bible club.
- 2. Declarations of Interest** – None.
- 3. Public Questions** – None.

#### **4. Minutes of the meeting held on 16<sup>th</sup> January 2023**

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

#### **5. Matters arising from the meeting held on 16<sup>th</sup> January 2023**

It was confirmed that the sign on the front of the building stating opening office hours will be removed and replaced once the new sign is in hand.

**6. Chair's remarks** - Welcome to everyone.

#### **7. Old School Building**

##### **a) Insurance of the Old School Building**

The insurance was reviewed, according to the Lease agreement the insurance premium sum is recoverable for the building from Queenborough Town Community Centre Ltd. The premium amount relevant to the Community Centre building is not shown separately on the insurance schedule, but the Insurance provider has confirmed the part of the premium figure for the Old School building alone is £1,163.78 for 2023/2024 starting on the 1<sup>st</sup> of March 2023.

The insurance costs were reviewed.

##### **b) Rent for the Old School Building**

The rent was reviewed and Councillors by resolution agreed a figure of £3,000 per annum to include the insurance premium of the building. This would amount to £250 per month payable by QTCC.

##### **c) Valuation of the Old School Building**

The Clerk updated, the VOA Office currently have a vast number of instructions with little capacity and a timescale and cost is still awaited.

#### **8. Queenborough Allotment site valuation**

As at item 7c regarding the VOA Office.

#### **9. NatWest Sheerness Branch Closure**

The NatWest local branch will close on 24 May 2023. The Clerk advised that it is very rarely she uses the branch, currently once a year to pay in event money. Online banking is used to pay in cheques, with other receipts paid directly and money is paid out, there is little requirement for the Council to use the branch.

Cllr Darby as Chair of the Food Bank reported that the food bank may like to draw cash in £200 lump sums at one time, for use by the committee in cash.

No further action was taken.

#### **10. Table Covers for the Guildhall Tables**

Item deferred to Full Council.

#### **11. Discretionary Grant for Sheppey Song Signing**

Further accounts details are required, for consideration at the next Full Council meeting.

#### **12. Correspondence**

Queenborough Town Community Centre had sent an undated letter in reply to the Town Council letter sent on 8<sup>th</sup> December 2022 in relation to the lease on the building and again, asking for an extension to the lease.

By agreement Councillors responded that the Council had reviewed the lease and replied accordingly on the 8<sup>th</sup> of December 2022 and agreed that the lease would not be renewed until the end of term lease renewal. **Action the Clerk**

#### **13. Financial Reports**

##### **Cashbook and Bank Reconciliation**

a) The Cashbook was approved for January 2023, cash donations for the food bank for November and December 2022 along with January 2023 were recorded and balanced on the cashbook.

b) Payments for authorisation

Payments were approved for Safe repair, payroll, ICO, Window Cleaner, Reimbursement to Cllr Jackie Constable for food bank purchase and reimbursement to the Town Clerk for Coronation purchases.

Payments made between the previous Full Council and Finance meeting were reported.

#### **14. Finance Budget Vs Spend**

Clerk report to January 2023, spend and available funds were reviewed to date with no further matters arising.

#### **15. Late Items Reserved**

None.

#### **16. Any Other Business**

Cllr Constable reported on hearing that the Post Office was not now moving to Queenborough Stores.

Cllr Constable reported on the parking conditions again highted along Main Road at School times. Cllr Stockbridge replied that she had a meeting with the School tomorrow and will bring this to their attention, reporting that she will speak to the school regarding trips, litter picking and what ideas they have to work with the community and council and various ideas for working with In Bloom. She reported Cllr Fowle will also be going along to the meeting.

Cllr Marchington reported on a public enquiry already reported at Environment for a bench plaque at the Seafront and the member of public was again asked to contact the Town Clerk.

Cllr Shiel reported on the Clerk requirement for a new office chair, it was agreed for her to purchase one.

The Clerk reported on the Deputy Mayor Badge for Cllr Cameron Beart funeral, Councillors approved the action of the Clerk. It was agreed for a donation of Fifty Pounds to be made to the RNLI in his memory and donation requests of the family.

The Clerk reported that she will require all Councillor's tablets back in, on the last week in April ahead of the elections.

**There being no further business the finance meeting closed at 21.04 hours.**

**Date of the next meeting: Tuesday 11<sup>th</sup> April 2023**