

## **Queenborough Town Council**

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

On **Tuesday 11<sup>th</sup> April 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:** Councillor Sue Simpson and Cllr Stockbridge both on holiday.

**2. Declarations of Interest** – None.

**3. Public Questions** – None.

**4. Minutes of the meeting held on 27<sup>th</sup> February 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 27<sup>th</sup> February 2023**

It was reported that on the Song Signing request for funding, reported that the funding goes into a personal account the Town Council have not awarded any funding to the group at this time.

The Clerk reported that she was waiting an update from Post Office Ltd, to speak to the shop owner before the next meeting to find out their plan.

**6. Chair's remarks** – nothing to report.

**7. Date for next F&GP Meeting**

With the elections being held on the 4<sup>th</sup> of May for the Queenborough Ward it was agreed the next meeting of the Finance Committee be moved to Tuesday 30<sup>th</sup> May 2023 after the Annual Meeting of the Council.

**8. Virements of the Environment Committee**

Virements of the Environment Committee up to 30<sup>th</sup> March were reported to the Committee, with no further comments from the Finance committee.

**9. Donation request from Swale Citizen's Advice**

It was agreed by resolution to support the local Citizen's Advice for all they are doing for local communities during these times of hardship with the energy and food crisis and general cost of living increase. It was proposed to Full Council that the remainder of the Grant Funding for the last budget year be donated in the sum of £1,550 to Citizens' Advice.

**10. Correspondence** - None

## **11. AGAR Governance**

The AGAR Annual Governance Statement 2022/2023 was duly read out to the Committee and signed by the Chairman of Finance Cllr Peter Marchington.

## **12. Financial Reports**

### **Cashbook and Bank Reconciliation**

a) The Cashbook was approved for February and March 2023, cash donations for the food bank for March 2023 were not yet recorded pending submission of paperwork from the Food Bank, the cashbook will be updated for the next Full Council.

The funds in the Pye Park Fund were discussed, the Clerk will further approach the Queenborough School now there is a new headmaster to look at ways the school could put the funds to use.

### **b) Payments for authorisation**

Payments were approved for HMRC £389.30, Nest Pension £128.90 and Town Clerk Mileage/Traveling £20.10

Payments made between the previous Full Council and Finance meeting were reported and ratified by the Committee by resolution.

## **13. Closed Meeting**

Minutes to be held by the Town Clerk.

The meeting once again opened.

**14. Late Items Reserved - None.**

**15. Any Other Business – None.**

**There being no further business the finance meeting closed at 19.55 hours.**

**Date of the next meeting: Tuesday 30<sup>th</sup> May 2023**