



# Queenborough Town Council

8<sup>th</sup> April 2024

44 High Street  
Queenborough  
Kent  
ME11 5AA  
01795 668509

## AGENDA

There is to be a meeting of the Queenborough Town Council  
**Finance & General Purposes Committee to be held**  
on **Monday 15<sup>th</sup> April 2024** commencing at **7-00pm** in the  
**Committee Room, 44 High Street, Queenborough, Kent ME11 5AA**

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1. Apologies and grounds for absence
2. Declarations of Interest in items on the Agenda
3. Public questions (maximum 10 minutes for all questions)
4. Minutes of the meeting held on Monday 4<sup>th</sup> March 2024
5. Matters Arising from the meeting held on Monday 4<sup>th</sup> March 2024
6. Chair's Remarks
7. Old School Building
  - a) Review of Rent
  - b) Review of Insurance
  - c) Review of lease
  - d) Review outside structure of building
  - e) Review addition of new toilet facility
8. Cllr Ted Pye Fund – report and review of funds
9. Review of financial Operations
  - a) Queenborough Town Council Emergency Food Bank
  - b) Reimbursement of staff and members
10. Human Resources - Annual leave
11. Financial reports
  - a) Review the cashbook for February and March 2024
  - b) Review and Authorisation of Payments
12. To review Correspondence received and decide appropriate response.  
(List available from 44 High Street)
13. Reserved for late items previously notified to the Chair – for information only
14. Any Other Business – for information only

Lisa Gransden, Town Clerk and Responsible Financial Officer

**Date of next meeting – TBA at the QTC Annual Meeting**

Members of the public and press are welcome to attend the meeting.

Finance & General Purposes Committee

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