

Queenborough Town Council

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

On **Monday 10th June 2024** 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 Peter Marchington, Richard Darby (Mayor), Paula Telford (Deputy Mayor), Mick Constable (Chairperson), Ashley Shiel

Lisa Gransden – Town Clerk & RFO

Councillor Mick Constable is Chairperson of the F&GP Committee for 2023/2024.

1. Apologies and grounds for absence: Cllr Sue Simpson - Holiday

2. Declarations of Interest – None

3. Appointment of Finance and General Purposes Chairperson for 2024/2025

Cllr Mick Constable was proposed, seconded and duly elected to serve as Chairperson of the Finance committee for a further year.

4. Public Questions – None

5. Minutes of the meeting held on 15th April 2024.

The minutes were reviewed and adopted as a true copy and signed as a true copy by Cllr Mick Constable.

6. Matters arising from the meeting held on 15th April 2024 - None

7. Chair's remarks

Cllr Mick Constable thanked everyone for attending.

8. Old School Building

Two quotes for outside building works had been received, a third quote is waiting upon. Quotes received were discussed regarding works required and costs. Action, for update at the next F&GP meeting.

9. Licence for 44 High Street

Swale Borough Council have proposed an increase to the licence for the premises.

Cllr Constable reported that this was agreed in the beginning as a peppercorn rent.

Agreed to ask SBC for a copy of the licence to review the terms and conditions. The Town Clerk undertakes 'caretaker duties' for the building, allowing access to contractors, regular checks on the Guildhall. QTC pay a cleaner to clean the upstairs and Guildhall to which £300 is received as repayment annually from SBC for these services. QTC supply cleaning products, toiletries to the toilets used by the public Guildhall. The Town Council have been notified late in the budget year **and**

no budget has been set for an increase in the licence. The increase is a high percentage to the RPI quoted. Confirm if this has gone through the SBC properties committee and minutes relating to that meeting. Would this be an asset that SBC no longer want ?

The Clerk to write back to SBC.

10. Financial operations

a) Queenborough Town Council Emergency Food Bank

The idea of a Tesco prepayment card had not worked, the card requires an individual bank account. It was agreed to look at Nationwide, Post Office and Unity Bank accounts for what can be offered.

b) Reimbursement of staff and members

As at B, to look further into.

11. Human Resources

a) Setting up a staffing committee and structure

It was agreed to set up a staffing committee.

b) Terms of reference for staffing committee

The terms of reference were reviewed and agreed.

c) Adopt members to the staffing committee

The item was deferred until the next meeting of the F&GP for adoption.

12. Swale Borough Council available grants

The committee looked at latest grants available on the SBC website.

People and Skills Grants – apply first aid training, will require a quote first, Castle Connections.

Community Infrastructure Grants – to look at Old School building and apply against quotes for building works, improvements.

Town Centre Action Grant – may be useful to Museum.

The Clerk spoke of the government grants for the Old School Building and Cllr Shiel the Heritage Lottery fund, agreed both can be applied to the Old School building.

13. Financial Reports

Cashbook and Bank Reconciliation

a) The Cashbook for April and May 2024 circulated for review by F&GP Committee.

There were no matters arising.

b) Authorisation of payments

Payments approved for

Nest Pension £141.16, HMRC £324.40, Martin Thomas £245.00, Business Stream £144.00 (Coronation sites), Town Clerk Mileage £16.20, Netwise £57.60, Stadium Sports £127.44, Annie Love £150 – retrospectively, Prime One Maintenance £144.00, SLCC Membership £188.00 and St John Ambulance £137.28

14. Correspondence – None

15. Reserved for late inclusions – None

16. Any Other Business –

Lisa spoke of the quotes received for the replacement fencing at the allotment site, the Committee discussed that if two quotes had been received to move forward with those quotes as it was time in receiving the third quote. To be presented to next Environment inc. the Allotment Committee meeting.

There being no further business the finance meeting closed at 21.00 hours.

Date of the next meeting: 22nd July 2024