

Queenborough Town Council

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

On **Monday 6th January 2025** at 19.30 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, Paula Telford (Deputy Mayor), Mick Constable (Chairperson), Sue Simpson, Richard Darby (Mayor of Queenborough)

Other Councillors' Present: Councillors Jackie Constable and Remy Noe

Trustees of Castle Connections present; Debbie Bransgrove, Ray Butcher and Paul Halford

Lisa Gransden – Town Clerk & RFO

Councillor Mick Constable is Chairperson of the F&GP Committee for 2024/2025.

1. Apologies and grounds for absence: All present.

2. Declarations of Interest – None

3. Public Questions – None

4. Minutes of the meeting held on 25th November 2024

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

5. Matters arising from the meeting held on 25th November 2024

The Clerk answered the Chair informing him that no update had been received from KCC regarding the future of the Ladybird Centre Building in Rushenden.

6. Chair's remarks

Cllr Mick Constable thanked everyone for coming.

7. Old School Building

This item was discussed between item 2 and 3, with Castle Connections Trustees engaging.

Trustees were welcomed to the meeting.

a) Proposal for an Upstairs Toilet at the building

The toilet will be a unisex disabled toilet, on the first floor directly above the existing ground floor toilet which would allow for easier and cost-effective plumbing in this location. The

Centre will raise funds for the construction via a go fund me page and Mr Butcher will be doing an absail later in the year, to raise funds.

Councillors confirmed that a drawing was still waited for the location and layout for the toilet proposal. Mr Butcher confirmed he would get the drawing across to the Council. Quotations for the proposed toilet would be sought, and the trustees would forward these onto the Council.

b) Lease of the Old School Building

Trustees are asking for an extension of the lease to fifty years.

A twenty-five-year lease minimum is required for obtaining grants.

Quotations to be sought on the cost to extend the lease, in the first instance.

Outside brickwork to the Old School Building, renewed and new quotes to be obtained as previously agreed for works to the building, Castle Connections and Queenborough Town Council to work together in obtaining at least three quotations.

To present quotes once received to a Full council meeting.

Cllr Jackie Constable left the meeting.

8. Discretionary Grant for the Queenborough & District Naval Ensign

A grant was proposed for £800 as requested by the Naval Ensign, to continue the event in Queenborough this year. For ratification at the next Full Council.

9. Queenborough Guildhall

Further correspondence was received from Swale Borough Council regarding the insurance of hire of the hall and use by others.

Swale Borough Council's insurance company reporting that if Swale Borough Council have given permission to use the hall, the property insurance policy would respond in the event of an insured peril. All correct Risk Assessments would need to be in place and any dangerous activities conducted in the hall would not be covered.

The Committee agreed that this was noted and no further action to be taken at this time.

10. Business Reserve Account

Notification from NatWest of the closing of the Town Council reserve account ending 280 due to the account not being used for receipts and expenses. It was agreed by resolution for the funds in the account to be transferred to the Current Account and the reserve account closed. Balance at the end of November 2025 funds to be transferred in the sum of £1,614.62.

Notification of a change in interest rates on the other reserve account were noted.

11 Financial Reports

Cashbook and Bank Reconciliation

a) The Cashbook for November 2024 was circulated.

There were no matters arising.

b) Authorisation of payments

Payments approved for HMRC £366.00, Gala Lights £8,742.00, Forvis Mazars £378.00 and Alpha Cleaning £275.40

12. Correspondence – None

13. Reserved for late inclusions – None

14. Any Other Business – None

15. The meeting was closed to adopt the minutes of the closed item 17 from the F&GP meeting held on Monday 25th November 2024.

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

There being no further business the finance meeting closed at 20.20 hours.

Date of the next meeting: 17th February 2025