

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 12 November 2018 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Jenny Miles (Chair)  
Carlos Novoth  
Ron Smith  
Clive White

In Attendance: Clerk Jeni Marshall

Also Present: Councillors David Dale  
Ros Scott-Hodgetts

Apologies: Councillors Adrian Cross  
Eileen Berry

Absent: Councillor Graham Barton

**FS69/18** To receive apologies  
Apologies have been received from Councillors E Berry and A Cross.

**FS70/18** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting of the Committee, held on 15 October 2018 were approved as a correct record and duly signed.

**FS71/18** To receive any declarations of interest  
None.

### **Finance matters**

**FS72/18** To authorise payments  
Payments totalling £22,874.37 were approved (see separate sheet).

**FS73/18** To receive the financial report for October transactions  
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved. Members noted that the park budget is nearly spent and needs to be closely monitored.

**FS74/18** To verify and sign the bank reconciliation and original bank statements for October  
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Miles.

**FS75/18** To note any internal control checks  
Internal Control checks carried out by Councillor P Berry were noted.

**Staffing Matters**

*The following items may be subject to the exclusion of press and public under the Local Government Act 1972, Sch. 12A*

**FS76/18**      To receive a verbal report regarding staff appraisals  
 The Clerk reported on staff appraisals which were generally positive. A discussion was held regarding the level of work to staff ratio and the Clerk was asked to spend a morning with each employee to ascertain the true levels of work and whether all works undertaken are strictly necessary. She was also asked to request that all staff keep a week's diary showing what they do during their working hours. Staff should also to continue to monitor visitors and phone calls to the office.

**FS77/18**      To confirm the date and time of the next committee meeting  
 The next meeting will be held on 11<sup>th</sup> February 2019 at 7:00pm

Signed

Dated

**Actions**

FS76/18	Monitor quantity of work/staffing levels and consider the nature of the tasks being undertaken.	Clerk
---------	-------------------------------------------------------------------------------------------------	-------

Date: 06/11/2018

## Cainscross Parish C 2018/19

Page 1

Time: 09:42

## Unity Trust Current Account

## List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2018	Trevor Barnes	S/O	458.00		Rent - October 18
01/10/2018	Opus Energy	D/D	275.35		Electricity bill
08/10/2018	BT	D/D	105.64		Line rental
08/10/2018	Siren Alarms	300471	300.00		Intruder alarm services
11/10/2018	Cashes Green Community Centre	300472	12.00		Hire of hall 23.10.18
11/10/2018	Brian Gay	B/P	1,728.00		Architectural services- VPPav.
11/10/2018	Came & Company	B/P	3,445.16		To renew insurance
11/10/2018	Aqueous Cleaning Solutions	B/P	120.00		Cleaning Bus Stops
11/10/2018	Stroud Valleys Project	B/P	600.00		SLA maintenance work
11/10/2018	Vision ICT Ltd	B/P	302.40		IT services
11/10/2018	PKF Littlejohn LLP	B/P	1,560.00		Audit-year ended 31.03.18
11/10/2018	PCprop	B/P	35.00		IT support
18/10/2018	Gloucestershire LGPS	300473	1,964.60		Pensions contributions October
18/10/2018	HMRC	300474	1,285.49		PAYE, NICs - October 18
19/10/2018	Salary	B/P	5,115.76		October 2018
22/10/2018	Swinton Insurance	DD	9.25		Breakdown cover
23/10/2018	Lloyds Bank	D/CARD	237.95		Renewal SLCC membership, insur.
26/10/2018	SSE Southern Electric	D/D	69.78		Electricity July-October 18
29/10/2018	Veolia Environmental Services	DD	173.06		Trade waste
31/10/2018	Opus Energy	D/D	322.84		Electricity bill 15Sep.-15Oct.
31/10/2018	ATTWOOD	369	875.41		Carry out grass cutting
31/10/2018	CHARTERED ARCHITECT	370	3,480.00		Architectural services
31/10/2018	MICROSHADE BUSINESS	371	155.82		IT support
31/10/2018	PATA	372	36.50		Payroll October 18
31/10/2018	STROUD DISTRICT COUN	373	187.20		Leyhill working Party
31/10/2018	7 OFFICE SUPPLIES	374	19.16		A4 copier paper
<b>Total Payments</b>			<b>22,874.37</b>		

Date: 03/10/2018

## Cainscross Parish C 2018/19

Page 1

Time: 13:32

## Unity Trust Current Account

## List of Payments made between 07/07/2018 and 03/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/07/2018	BT	D/D	83.16		Line rental
12/07/2018	R H Attwood	342	3,793.98		Carry out grass cutting
12/07/2018	Mark Newman	343	110.00		Cleaning Bus Stops
12/07/2018	Rialtas Business Solutions LTD	344	610.80		Omega - Annual support
12/07/2018	Stroud Office Supplies Ltd	345	87.15		A4 Copier Paper
12/07/2018	Stroud Valleys Project	346	800.00		Maintenance work at QE2
18/07/2018	Npower	D/D	9.93		Electricity-Footpath lighting
19/07/2018	GCC	300451	4,940.00		Grant - refund Glos.County C.
19/07/2018	HMRC	300452	1,256.58		PAYE/NI/NIER - July 18
20/07/2018	Swinton Insurance	D/D	9.25		Breakdown insurance
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
23/07/2018	Lloyds Bank	D/D	24.95		Monthly fee, acrylic sheet
24/07/2018	Water Plus	D/D	39.83		Water supply April-June18
24/07/2018	R H Attwood	347	570.00		Carry out tree work
24/07/2018	BM Conboy	348	140.00		For completing application-GET
24/07/2018	PATA (UK)	349	73.00		Payroll services August
24/07/2018	Stroud District Council	350	87.60		Pest control treatment11.07.18
24/07/2018	Trade UK	351	21.99		Booster cables
24/07/2018	Glos.LGPS	300453	1,899.77		Pensions contributions June18
27/07/2018	SSE Southern Electric	D/D	57.77		Electricity - quarterly charge
31/07/2018	Veolia Environmental Services	D/D	182.04		Trade waste
31/07/2018	Opus Energy	D/D	255.82		Electricity bill
01/08/2018	Trevor Barnes	S/O	458.00		Rent August 18
01/08/2018	Cotswold Canal Trust	300454	40.00		Membership renewal
02/08/2018	Impro Commercial Ltd	300456	198.70		Poloshirt, sweatshirt
02/08/2018		300455	125.00		Grant
06/08/2018	BT	D/D	96.93		Line rental
08/08/2018	Mrs.N.Marshall	B/P	150.00		Designing and print-Fourwards
14/08/2018	Fuel Genie	D/D	71.78		Unleaded 11.45L Diesel 45.84L
14/08/2018	HMRC	300457	1,256.58		PAYE/NI/NIER August 18
20/08/2018	Swinton Insurance	D/D	9.25		Breakdown policy
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
21/08/2018	CGFC	300458	250.00		CGFC Grant
21/08/2018	Allsorts	300459	150.00		Allsorts grant
23/08/2018	Lloyds Bank	DD	902.90		Alba 10* Tablets, monthly fee

Date: 03/10/2018

## Cainscross Parish C 2018/19

Page 2

Time: 13:32

## Unity Trust Current Account

## List of Payments made between 07/07/2018 and 03/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/08/2018	Veolia Environmental Services	D/D	182.22		Trade waste
28/08/2018	B.Allen	300480	12.50		Refund
28/08/2018	M. Reddaway	300461	12.50		M. Reddaway - Refund
29/08/2018	BT	D/D	136.08		Line rental August-October 18
30/08/2018	Konica Minolta	D/D	211.50		Photocopier rental
30/08/2018	ATTWOOD	352	1,161.96		Carry out grass cutting
30/08/2018	AQUEOUS CLEANING	353	120.00		Cleaning Bus Stops
30/08/2018	DISCOVERY TIMBER PLA	354	50.00		Repair nest swing frame
30/08/2018	FIVE VALLEY SIGNS	355	36.00		Signs
30/08/2018	HURNS HARDWARE	356	39.83		Keys cut
30/08/2018	SOS	357	133.86		Paper, toilet roll
30/08/2018	STROUD DISTRICT COUN	358	873.60		Pest control wasps call out
30/08/2018	TREE MANAGEMENT	359	2,122.80		Tree work
30/08/2018	TRADE UK (SCREWFIX)	360	64.99		Galvanised wire netting
30/08/2018	WHEATLEY PRINTERS	361	493.00		Fourwards Newsletters Summer18
31/08/2018	Opus Energy	D/D	260.64		Electricity bill
03/09/2018	Trevor Barnes	SO	458.00		Rent September 18
03/09/2018	Petty Cash	300462	86.31		Top up
06/09/2018	Hurns Hardware Ltd	300463	86.22		Site materials
06/09/2018	BT	DD	95.26		Line rental
13/09/2018	FuelGenie	DD	35.30		Diesel 27.60L
13/09/2018	Gloucestershire LGPS	300464	1,936.88		Pensions contrib. - July 18
13/09/2018	Gloucestershire LGPS	300465	1,936.88		Pensions contrib. - August 18
18/09/2018	Konica Minolta	DD	53.18		Photocopier
18/09/2018	Water Plus	DD	37.10		Water supply May-September18
18/09/2018	Water Plus	DD	119.25		Water supply May-September18
18/09/2018	Water Plus	DD	8.82		Water supply
18/09/2018	Pinnacle Property Management	300466	20.00		Use- Allotment facilities-C.G.
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018	Swinton Insurance	DD	9.25		Breakdown Cover
20/09/2018	HMRC	300467	1,256.78		PAYE/NICs - September 18
24/09/2018	Gloucester Locksmiths	D/CARD	23.05		2 x high security keys
24/09/2018	Lloyds Bank	D/CARD	3.00		Monthly fee
25/09/2018	Gloucestershire LGPS	300469	1,936.88		Pensions contrib.-September 18
27/09/2018	ATTWOOD	362	1,463.41		Carry out pitch marking - Aug.
27/09/2018	AQUEOUS CLEANING	363	120.00		Cleaning Bus Stops - September
27/09/2018	MICROSHADE BUSINESS	364	854.22		Installation, set up of data
27/09/2018	PATA	365	36.50		Payroll September 18
27/09/2018	SOS	366	25.97		H/Duty sack, diary

Date: 03/10/2018

## Cainscross Parish C 2018/19

Page 3

Time: 13:32

## Unity Trust Current Account

## List of Payments made between 07/07/2018 and 03/10/2018

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/09/2018	TRADE UK (SCREWFIX)	367	46.99		Safety Boots
27/09/2018	VICTORY PARK BOWLING	368	1,350.00		50% cost of replacing fire dem
27/09/2018	Gloucestershire Playing Fields	300470	100.00		Membership renewal
28/09/2018	Water Plus	DD	20.24		Surface water drainage
28/09/2018	Veolia Environmental Services	DD	219.65		Trade waste
30/09/2018	Unity Trust Bank	DD	32.70		Service charge
<b>Total Payments</b>			<u>52,194.17</u>		