

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  
Carlos Novoth  
Ron Smith  
Clive White

In Attendance: Clerk Jeni Marshall

Also Present Councillors David Dale  
Ros Scott-Hodgetts

Apologies: Councillors Eileen Berry  
Adrian Cross

Absent Councillor Graham Barton

**FS69/18** To receive apologies  
Apologies were 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 Chair excluded the 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 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 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
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Date: 06/11/2018

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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>		