

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 11 February 2019 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Eileen Berry  
David Dale  
Jenny Miles (Chair)  
Carlos Novoth  
Ron Smith  
Clive White

In Attendance: Clerk Jeni Marshall

Apologies: Councillor Adrian Cross

Absent: Councillor Graham Barton

**FS1/19** To receive apologies  
Apologies were noted as above.

**FS2/19** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting of the Committee, held on 12 November 2018 were approved as a correct record and duly signed.

**FS3/19** To receive any declarations of interest  
None.

**FS4/19** To receive any representations from members of the public  
None present

### **Finance matters**

**FS5/19** To authorise payments  
Payments totalling £147,019.26 were approved (see separate sheet).

**FS6/19** To receive the financial report to date  
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved.

**FS7/19** To verify and sign the bank reconciliation and original bank statements for the months of November and December  
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Miles.

**FS8/19** To note any internal control checks

Internal Control checks carried out by Councillors Berry and Miles were noted.

**FS9/19**

To consider the following grant applications and make recommendations to Full Council

- St Matthew's Church – It was agreed to recommend to Full Council a grant of £250 with the proviso that the money would be used towards the repair of the wall bordering the park.
- Friends of Foxmoor- It was agreed to recommend to Full Council a grant of £250 with a request that Council would like to establish a link with the school and receive an invitation to the opening of the Sensory Garden.
- Stroud Fringe – Members considered the request and agreed to recommend to Full Council a grant of £250 as a lot of our Parishioners attend the Fringe.
- Randwick Scout Group - Members proposed to recommend a grant of £300. They were impressed with the incentive and agreed this would benefit the Parish.

**FS10/19**

To confirm the date and time of the next committee meeting

The next meeting will be held on 11<sup>th</sup> March 2019 at 7:00pm

Signed

Dated

**Actions**

FS9/19	Add grant recommendations to Full Council	Clerk
--------	---	-------

Date: 31/01/2019

## Cainscross Parish C 2018/19

Page 1

Time: 10:51

## Unity Trust Current Account

## List of Payments made between 01/11/2018 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2018	Trevor Barnes	S/O	458.00		Rent November 18
01/11/2018	Sunnyhill Residents Ass.	300475	100.00		Sunnyhill Residents Ass.-Grant
01/11/2018	Petty Cash	300476	96.81		Petty Cash top-up
06/11/2018	BT	D/D	95.65		Line rental
13/11/2018	Water plus	DD	64.59		Water supply 30June-29 October
13/11/2018	FuelGenie	DD	46.06		Diesel 34.92L
15/11/2018	Public Works Loan Board	DD	9,885.20		Loan payment PWLB
16/11/2018	Vision ICT Ltd.	B/P	43.20		2 hosted email acc. Nov.18-19
16/11/2018	Aqueous Cleaning Solutions	B/P	120.00		Cleaning Bus Stops
16/11/2018	Horizon Telecom Ltd.	B/P	144.00		Microshade VSMTablet configur.
20/11/2018	Swinton Insurance	D/D	9.25		Breakdown Cover
20/11/2018	Salary	B/P	5,090.11		November 18
20/11/2018	HMRC	300477	1,285.09		PAYE/NICs - November 18
20/11/2018	Gloucestershire LGPS	300478	1,956.24		Pensions contributions Nov.18
22/11/2018	ATTWOOD	375	1,295.41		Carry out grass cutting
22/11/2018	GAPTC	376	80.00		Planning applications training
22/11/2018	PATA	377	36.50		Payroll - November 18
22/11/2018	SOS	378	38.45		Staples, H/Duty refuse sack
22/11/2018	Kate Foster Gardening Services	300479	188.32		To re-plant&maint.Peace Garden
23/11/2018	Argos, Lloyds Bank	D/D	182.98		Alba10 inch Tablet,monthly fee
26/11/2018	PCprop	B/P	112.50		Troubleshoot windows
26/11/2018	PCprop	B/P	52.50		Troubleshoot email
26/11/2018	PCprop	B/P	35.00		Troubleshoot email
26/11/2018	NC Design	B/P	135.00		Designing & Print-Fourwards
26/11/2018	Brian Gay MCIAT	B/P	1,740.00		VP-architectural service
26/11/2018	Horizon Telecom Ltd	B/P	24.00		Prepared two tablets
28/11/2018	Veolia Environmental Services	D/D	167.48		Trade waste
28/11/2018	BT	DD	141.84		Line rental Nov.-Jan.19
29/11/2018	Konica Minolta	DD	244.52		Photocopier rental
29/11/2018	Clark Associates	300480	1,200.00		Football Pav., VP-Interim Fee
30/11/2018	Opus Energy	D/D	441.71		Electricity October-Nov.18
03/12/2018	Trevor Barnes	S/O	458.00		Rent December 18
07/12/2018	BT	D/D	97.99		Line rental
11/12/2018	GAPTC	379	0.00		VOID CHEQUE
11/12/2018	HURNS HARDWARE	380	0.00		VOID CHEQUE
11/12/2018	SOS	381	0.00		VOID CHEQUE
11/12/2018	H.SUTTON	382	0.00		VOID CHEQUE
11/12/2018	GAPTC	379	40.00		Clerks Networking
11/12/2018	Hurns Hardware	380	34.78		Site materials
11/12/2018	Stroud Office Supplies Ltd	381	53.00		Envelopes, black sack,etc.
11/12/2018	Haydn Sutton	382	160.00		Planting
13/12/2018	Fuel Genie	DD	46.11		Diesel 34.96L
13/12/2018	Clark Associates	300481	2,100.00		Football Pav.V.P.-Interim Fee
13/12/2018	Autocrafts Services Ltd	300482	188.40		KV63TVE Nissan - service
13/12/2018	J.Projects	300483	56,191.20		Football Pav. Project, V.P.
13/12/2018	Microshade Business Cons.Ltd	300484	155.82		Application Hosting Fee
13/12/2018	Microshade Business Cons.Ltd.	300485	86.40		Annual fee-managed KEPsecurity

Continued on Page 2

Date: 31/01/2019

## Cainscross Parish C 2018/19

Page 2

Time: 10:51

## Unity Trust Current Account

## List of Payments made between 01/11/2018 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/12/2018	Brian Gay	B/P	660.00		Architectural services -VP Pav
18/12/2018	HMRC	300486	1,285.49		PAYE/NICs - December 18
18/12/2018	PATA (UK)	300487	36.50		Payroll - December 18
19/12/2018	Salary	B/P	1,464.45		Salary - December 18
19/12/2018	Salary	B/P	1,776.54		Salary December 18
19/12/2018	Salary	B/P	366.96		Salary December 18
19/12/2018	Salary	B/P	879.70		Salary December 18
19/12/2018	Salary	B/P	451.55		Salary December 18
20/12/2018	Swinton Insurance	D/D	9.25		Breakdown Cover
20/12/2018	Microshade Business Cons.td	300489	155.82		Application Fee,support
20/12/2018	Microshade Business Cons.Ltd	300490	432.00		Annual Fee
20/12/2018	Petty Cash	300488	116.32		Petty Cash top up
24/12/2018	Lloyds Bank	B/P	3.00		Monthly fee
28/12/2018	Veolia Environmental Services	D/D	207.78		Trade waste
31/12/2018	Unity Trust Bank	D/D	0.80		Quarterly Bank charges
31/12/2018	Water Plus	D/D	20.02		Water billSeptember-December18
31/12/2018	Opus Energy	D/D	679.53		Electricity bill Nov.-Dec.18
31/12/2018	Unity Trust Bank	D/D	35.25		Service charges
02/01/2019	Trevor Barnes	S/O	458.00		Rent - January 19
04/01/2019	Water plus	D/D	38.16		Water supply Sep-Dec.18
04/01/2019	Water Plus	D/D	127.17		Water supply-Sep.-Dec.18
07/01/2019	BT	D/D	93.72		Line rental
08/01/2019	HMRC	300496	1,285.09		PAYE/NICs - January 19
10/01/2019	J.Projects Bristol Ltd.	300497	32,242.00		VP Football Pavilion
10/01/2019	R.H.Attwood	300498	845.41		Carry out grass cutting-Dec.
10/01/2019	Brian Gay	300499	1,512.00		Architectural services-0988
10/01/2019	Brian Gay	300500	1,890.00		Architectural services-0987
15/01/2019	FuelGenie	D/D	33.74		Diesel 26.80L
15/01/2019	Sally Jones	300491	879.90		Salary - January 19
15/01/2019	Mrs.L.Mayo	300492	451.55		Salary - January 19
15/01/2019	L.Zaretskaia	300493	366.96		Salary - January 19
15/01/2019	Mrs.J.Marshall	300494	1,776.74		Salary - January 2019
15/01/2019	Mr.P.Underwood	300495	1,464.45		Salary - January 2019
17/01/2019	Trade UK	300502	49.99		Staff workwear
17/01/2019	Wheatley Printers Ltd.	300501	498.00		3000 A4 Forwards Newsletters
17/01/2019	Tree Management	300503	149.40		Emergency Tree surgery
18/01/2019	Glos.LGPS	D/D	1,907.98		Pensions contrib.-December18
21/01/2019	Swinton Insurance	D/D	9.25		Breakdown Cover
22/01/2019	J.Project	300504	6,448.40		Works -FootballPavolionProject
23/01/2019	Lloyds Bank	D/D	3.00		Monthly fee
28/01/2019	SSE	D/D	45.24		Electricity - Oct-December18
28/01/2019	Veolia Environmental Services	D/D	167.48		Trade waste - December 18
31/01/2019	Opus Energy	D/D	572.56		Electricity bill Dec-Jan19
<b>Total Payments</b>			<b>147,019.26</b>		