

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

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

In Attendance: Clerk Jeni Marshall

Apologies: Councillor Graham Barton

**FS11/19** To receive apologies  
Apologies were received as above.

**FS12/19** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting of the Committee, held on 11 February 2019 were approved as a correct record and duly signed.

**FS13/19** To receive any declarations of interest  
None.

**FS14/19** To receive any representations from member of the public  
None present

### **Finance matters**

**FS15/19** To authorise payments  
Payments totalling £82,710.75 were approved (see separate sheet).

**FS16/19** To receive the financial report for January and February transactions  
The financial report detailing income and expenditure for the previous months and were approved.

**FS17/19** To verify and sign the bank reconciliation and original bank statements for January and February  
The bank reconciliation was verified against the original bank statements reconciliation to the bank accounts for January which were duly signed by Councillor Miles. The bank statement for February was not available but will be verified at the next meeting of the Committee.

**FS18/19** To note any internal control checks  
Internal Control checks carried out by Councillor Miles were noted.

**FS19/19** To confirm fees for Year End Account Preparation

The fees for Year End Account Preparation was approved.

**Staffing Matters**

- FS20/19**      To note the new NALC Salary scales  
 The new NALC salaries were noted and approved.
  
- FS21/19**      To consider any additional salary increments  
 Members considered each member of staff and approved increments for two members. Details of this item are confidential and thus excluded from the press and public under LGA1972 sch12A and are available separately for Councillors.
  
- FS22/19**      To consider a request from a member of staff to reduce their hours and discuss staffing levels in general  
 Members discussed the proposed reduction in hours but felt at the present moment this would be detrimental to the Council. Staffing levels, performance and management were discussed in detail. Further details of this item are confidential and thus excluded from the press and public under LGA1972 sch12 and are available separately to Councillors.
  
- FS23/19**      To confirm the date and time of the next committee meeting  
 The next meeting will be held on April 8<sup>th</sup> 2019 at 7.00pm.

Signed

Dated

**Actions**

FS21/19	Implement Salary Increases	Clerk
FS22/19	Write to members of staff	Clerk

Date: 05/03/2019

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Time: 10:23

Unity Trust Current Account

## List of Payments made between 01/02/2019 and 05/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2019	Trevor Barnes	S/O	458.00		Rent - February 19
01/02/2019	J.Project	300506	64,168.80		Works-Football Pavil.Project
01/02/2019	Kate Foster	300507	51.00		Maintenance -Peace Garden
01/02/2019	Mant Leisure Ltd.	300508	1,029.60		To collect,repair net on ConeC
01/02/2019	Microshade Business Cons.Ltd.	300509	155.82		Application Fee, support
01/02/2019	R.H.Attwood	300510	875.41		Carry out grass cutting
06/02/2019	BT	D/D	78.36		BT - Line rental
07/02/2019	Clark Assocoates	300511	2,040.00		Interim Fee Acc. 4 -VP
13/02/2019	FuelGenie	D/D	42.10		Diesel 33.98 L
14/02/2019	Mrs.S.Jones	300512	879.90		Salary - February 19
14/02/2019	Mrs.J.Marshall	300513	1,776.74		Salary - February 19
14/02/2019	Mrs.L.Mayo	300514	451.55		Salary February 2019
14/02/2019	Mr.P.Underwood	300515	1,464.45		Salary February 19
14/02/2019	Mrs.L.Zaretskaia	300516	366.96		Salary February 2019
14/02/2019	Autocrafts Servisec Ltd	300517	120.00		Nissan KV63TVE fault code
14/02/2019	GAPTC	300518	10.00		Digital Mapping training
14/02/2019	HMRC	300519	1,285.09		PAYE/NICs - February
19/02/2019	Gloucestershire LGPS	D/D	1,907.98		Pensions contributions -Jan.19
19/02/2019	Brian Gay	383	2,280.00		VP-architectural services
19/02/2019	Gloucester Locksmiths	384	269.59		Padlock,keys
19/02/2019	The Halping Hand Company(Ledbu	385	60.62		Litter Pickers
19/02/2019	Microshade Business Consultant	386	155.82		Application Hosting Fee
19/02/2019	PATA (UK)	387	37.30		Payroll - February 19
19/02/2019	Stroud Office Supplies Ltd	388	56.35		Paper,H/Duty refuse sack,etc.
19/02/2019	Aqueous Cleaning Solutions	300521	240.00		Cleaning Bus Stops Jan.-Feb.19
19/02/2019	PATA (UK)	300520	37.30		Payroll - January 19
20/02/2019	Swinton Insurance	D/D	9.45		Breakdown Cover
25/02/2019	Lloyds Bank	D/D	21.52		Monthly fee,fence posts
28/02/2019	Opus Energy	D/D	466.41		Electricity 16 Jan.-12 Feb.19
28/02/2019	St.Matthews Church	300522	250.00		St.Matthews Church - Grant
28/02/2019	Randwick Scout Group	300523	300.00		Randwick Scout Group - Grant
28/02/2019	Stroud Fringe	300524	250.00		Stroud Fringe - Grant
28/02/2019	Friends Of Foxmoor	300525	250.00		Friends Of Foxmoor - Grant
28/02/2019	Petty Cash	300527	114.63		Top up
28/02/2019	Red Kite Law LLP	300526	750.00		Transfer-Elm Rd.Playing Field
<b>Total Payments</b>			<b>82,710.75</b>		