

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 8 April 2019 commencing at **7.00pm** in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors David Dale  
Jenny Miles (Chair)  
Ron Smith  
Clive White

In Attendance: Clerk Jeni Marshall

Apologies: Councillor Eileen Berry  
Graham Barton  
Adrian Cross  
Carlos Novoth

**FS23/19** To receive apologies  
Apologies were noted as above.

**FS24/19** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting of the Committee, held on 11<sup>th</sup> March 2019 were approved as a correct record and duly signed.

**FS25/19** To receive any declarations of interest  
None.

**Finance matters**

**FS26/19** To authorise payments  
Payments totalling £65,211.40 were approved (see separate sheet).

**FS27/19** To receive the financial report for March transactions  
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved. The Clerk will consider any budget transfers and bring this to Full Council.

**FS28/19** To verify and sign the bank reconciliation and original bank statements for March  
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Miles

**FS29/19** To note any internal control checks  
Internal Control checks carried out by Councillor Novoth were noted.

**FS30/19** To confirm the date and time of the next committee meeting  
The next meeting will be held on 10 June 2019

Signed

Dated

Date: 02/04/2019

## Cainscross Parish C 2018/19

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Time: 09:34

## Unity Trust Current Account

## List of Payments made between 01/03/2019 and 02/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	BT	D/D	180.85		BT-line rental Feb-April19
01/03/2019	Konica Minolta	D/D	237.55		Photocopier rental
01/03/2019	Trevor Barnes	S/O	458.00		Rent March 19
05/03/2019	Veolia Environmental Services	D/D	219.73		Trade waste - January19
07/03/2019	ICO	D/D	35.00		Data protection registration
11/03/2019	BT	D/D	97.00		Line rental
13/03/2019	Fuel Genie	D/D	34.65		Diesel 27.97L
14/03/2019	K.Foster	300528	35.75		Maintenance of Peace Garden
19/03/2019	Gloucestershire LGPS	D/D	1,907.98		Pensions contributions-Feb.19
19/03/2019	Severn Trent Water	300529	100.94		Water supply 01.04.19-31.03.20
19/03/2019	Severn Trent Water	300530	100.94		Water supply 01.04.19-31.03.20
20/03/2019	Salary	B/P	4,965.25		March 19
20/03/2019	Swinton Insurance	D/D	9.45		Breakdown cover
21/03/2019	Western Power Distribution	D/D	72.00		Electricity metering services
21/03/2019	Water plus	D/D	296.39		Water supply Oct.18-Feb.19
21/03/2019	HMRC	300531	1,285.49		PAYE/NICs-March 19
25/03/2019	Lloyds Bank	D/D	65.98		Post box,site materials
26/03/2019	R H Attwood	389	1,660.82		Carry out grass cuttingMarch19
26/03/2019	Coles Electrical	390	134.40		Safety Portable Appl. testing
26/03/2019	Hurns Hardware	391	19.55		Key
26/03/2019	Microshade Business Consultant	392	155.82		Application Fee, support
26/03/2019	PATA (UK)	393	37.30		Payroll - March 19
26/03/2019	Stroud Office Supplies Ltd	394	298.01		Office supply
26/03/2019	Stroud District Council	395	467.05		Pest control-rats VP
26/03/2019	Wheatley Printers Ltd	396	498.00		Print spring Fourwards
27/03/2019	J.Projects	B/P	51,608.40		Works-Football Pav.project-4
28/03/2019	Water Plus	D/D	19.80		SurfaceWater drainageDec-March
28/03/2019	Veolia Environmental Services	D/D	176.40		Trade waste Feb19
31/03/2019	Unity Trust Bank	D/D	1.10		Handling charge
31/03/2019	Unity Trust Bank	D/D	31.80		Service charge
<b>Total Payments</b>			<b>65,211.40</b>		