

Minutes of the meeting of the **Finance, Staffing and Policy Committee** held on Monday 10 June 2019 commencing at **7.00pm** in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Adrian Cross
Ros Scott Hodgetts
Carlos Novoth
Ron Smith
David Dale

In Attendance: Clerk Jeni Marshall

Apologies: Councillors Eileen Berry
Jenny Miles
John Tyror

FSP1/19 To elect a Committee Chairperson
Councillor Novoth opened the meeting and asked for nominations. Councillor Smith proposed Councillor Cross. This was seconded by Councillor Novoth and there being no other nominations was carried with all in favour.

FSP2/19 To elect a Committee Vice-Chair
Councillor Cross took the Chair and asked for nominations. Councillor Cross nominated Councillor Ros Scott Hodgetts. This was seconded by Councillor Dale and there being no other nominations was carried with all in favour.

FSP3/19 To receive apologies
Apologies have been received from Councillors Berry, Miles and Tyror.

FSP4/19 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Finance and Staffing Committee, held on 8 April 2019 were approved as a correct record and duly signed.

FSP5/19 To receive any declarations of interest
None.

FSP6/19 To receive any representations from members of the public
None present.

Finance matters

FSP7/19 To authorise payments
Payments totalling £27,034.23 were approved (see separate sheet).

FSP8/19 To receive the financial report for April transactions
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved. Councillor Novoth suggested that the in depth financial report was not necessary and a summary would be adequate as it is the Clerks job to check the information. Councillor Scott-Hodgetts agreed for the purposes of the meeting only a summary is necessary but requested that the full report is still sent out with the background documents for reference. This was seconded by Councillor Smith and carried with all in favour

- FSP9/19** To verify and sign the bank reconciliation and original bank statements for April
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Novoth. Councillor Novoth asked if it is necessary for this to be carried out at meetings or whether it could be done as part of the internal controls. It was resolved to move this action to an internal control with a secondary check by the Chairman who will also sign the statements.
- FSP10/19** To approve the direct debits for the forthcoming year
The list of direct debits was approved.
- FSP11/19** To note any internal control checks
The Internal controls carried out by Councillor Berry were noted.

Staffing and Office Matters

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

- FSP12/19** To consider works to offices at Westward Road and timescale
The Clerk explained that the new tenant has asked for works to be carried out to the office. She has spoken to the Landlord who has not as yet confirmed what works he requires. It was resolved that the Clerk will write to the Landlord for confirmation.
- FSP13/19** To consider the use of voluntary staff
Councillor Novoth asked members to consider the use of voluntary staff for the office to meet and greet and carry out some of the more basic tasks. He feels there are many people who may be past retirement or need some work experience that this would be ideal for. Councillor Scott Hodgetts felt that the Clerk needs a professional team to support her and until this is in place, volunteer staff will take up more of her time. It was agreed to discuss staffing further following the move to the park.
- FSP14/19** To confirm the date and time of the next committee meeting
The next meeting will be held on 9 September 2019

Signed

Dated

Actions

FSP8/19	Send out summary report as well as full report	Finance Assistant
FSP9/19	Move signing of Bank Statement to Internal Control plus signature of Chairman	Finance Assistant
FSP12/19	Write to Landlord	Clerk

Date: 04/06/2019

Cainscross Parish Council

Page 1

Time: 09:17

Unity Trust Current Account

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	Opus Energy	D/D	570.12		Electricity Bill Feb-March19
01/04/2019	Trevor Barnes	S/O	458.00		Rent April 19
01/04/2019	Opus Energy	D/D	570.12		Electric 13/02-15/03
01/04/2019	Opus Energy	D/D	-570.12		Electricity bill
02/04/2019	SLCC	B/P	62.50		SLCC-annual meeting
02/04/2019	Brian Gay	B/P	1,440.00		Interim fee acc.No.4
03/04/2019	Public Works Loan Board	D/D	3,216.63		Loan payment PWLB
04/04/2019	GCC	300532	502.61		Closure of footpathNov18-May19
04/04/2019	Thomas Doe	B/P	340.00		Planting-VP Peace Garden
04/04/2019	NC Design	B/P	120.00		Design&Print Fourwards Newslet
08/04/2019	BT	D/D	95.38		BT- Line rental
15/04/2019	Stroud Valleys Project	MAR19-11	200.00		SLA Maintenance Playing Fields
15/04/2019	FuelGenie	D/D	43.90		Diesel 35.15L
15/04/2019	Brian Gay	0999	540.00		Additional 9 hours spent in Feb
15/04/2019	Mark Newman	0574	120.00		Bus Stop and Shop Front Clean
15/04/2019	Hurns Hardware	2753	9.46		Screws, Wall Plugs, Key Cylind
15/04/2019	Microshade BC Ltd	B/P	169.50		IT cloud hosting April 19
15/04/2019	BJPConsulting Engineers	B/P	1,112.40		Site supervision&Contract Des.
15/04/2019	Brian Gay	B/P	630.00		Architectiral services
15/04/2019	Brian Gay	B/P	1,440.00		Interim Fee Account No.5
15/04/2019	PCPROP	B/P	60.00		PCPROP -IT support
15/04/2019	PCprop	B/P	40.00		PCprop IT support
15/04/2019	GAPTC	B/P	1,474.67		GAPTC-annual subscription
16/04/2019	HMRC	300533	1,419.05		PAYE,NICs-April 19
18/04/2019	Glos.Pension Fund	D/D	1,916.34		Pension contrib.March19
18/04/2019	Salary	B/P	5,323.99		Salary - April 19
23/04/2019	Swinton Insurance	D/D	9.45		Breakdown cover
23/04/2019	Lloyds Bank	D/D	312.64		Vehicle tax,etc.
23/04/2019	Autocrafts Services Ltd	300534	530.00		MOT KV63TVE
25/04/2019	Water Plus	D/D	142.77		Water supply
25/04/2019	Water Plus	D/D	2,180.12		Water supply Dec.-April19
25/04/2019	PATA	300536	37.30		Payroll April 19
25/04/2019	Red Kite Law LLP	300537	1,044.04		Transfer-Elm Rd.Playing Fields
25/04/2019	Playsafety Ltd	300538	411.00		Annual Inspection
25/04/2019	Petty Cash	300535	128.72		Top up
26/04/2019	SSE Southern Electric	D/D	54.10		Electricity Jan-March19
29/04/2019	Veolia Environmental Services	D/D	176.97		Trade waste March 19
30/04/2019	Opus Energy	D/D	449.93		Electricity bill March-April19
30/04/2019	Onecom	D/D	252.64		Broadband,Calls
Total Payments			27,034.23		