

Minutes of the meeting of the Finance, Staffing and Policy Committee held on Monday 9 September 2019 commencing at 4pm in the Pavilion in the Park, Victory Park Cainscross.

Present: Councillors Adrian Cross (Chair)
Eileen Berry
David Dale
Ros Scott Hodgetts
Jenny Miles
Carlos Novoth
John Tyror

In Attendance: Clerk Jeni Marshall

Apologies: Councillors Ron Smith

FSP15/19 To receive apologies
Apologies were received and noted as above.

FSP16/19 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on 10 June 2019 were approved as a correct record and duly signed.

FSP17/19 To receive any declarations of interest
None.

FSP18/19 To receive any representations from members of the public
None

Finance matters

FSP19/19 To authorise payments
Payments totalling £271,382.30 were approved (see separate sheet).

FSP20/19 To receive the financial report for August transactions
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved.

FSP21/19 To verify and sign the bank reconciliation and original bank statements
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Cross

FSP22/19 To consider an additional bank signatory
Councillor Cross proposed Councillor Scott Hodgetts as an additional bank signatory. This was seconded by Councillor Berry and carried with all in favour.

FSP23/19 To note any internal control checks

Internal controls carried out by Councillors Cross and Berry were noted and no irregularities were found.

FSP24/19 To approve the Business Continuity Plan and Financial Risk Assessment

Members considered the control of risk and agreed to change levels of risk and add further revisions to several areas where additional risks were identified.

FSP25/19 To approve the amendments to the Financial Regulations Policy
The Financial Regulations were approved subject to an addition to item 6.6 where members agreed that the Chair of the Committee will be emailed a list of all transactions occurring on a weekly basis.

Staffing Matters

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

FSP26/19 To receive the resignation of a member of staff and discuss future staffing
Members discussed the resignation and discussed future staffing. Further details of this item are confidential and thus excluded from the press and public under LGA1972 sch12 and are available separately to Councillors.

FSP27/19 To consider Ill Health Liability Insurance for LGPS employees
The Clerk explained that there are potentially high strain costs which would fall on the Council should a member of staff in the LGPS leave through ill health. She has contacted Hymans and believe that the cost to the Council is 1.7% of the contributions but is waiting for confirmation from Hymans.
It was agreed to bring this back to Council once clarification of cost has been received.

FSP28/19 To confirm the date and time of the next committee meeting
The next meeting of the committee will be held on the 11 November 2019. Due to budgeting, it was resolved to hold a few working party meetings over the coming months to closely consider the budget and report back to committee and Full Council.

Signed 

Dated 11/11/2019

Actions

FSP22/19	Add Cllr Scott Hodgetts as bank signatory	Finance Assistant
FSP24/19	Make Amendments to BSP and FRA	Clerk
FSP25/19	Make amendments to FR's	Clerk
FSP26/19	Produce ad for Admin Assistant position	Clerk/ Cllr SH
FSP27/19	Add to next agenda if information available	Clerk
FSP28/19	Send out dates for Working Party	Clerk

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Unity Trust Current Account

List of Payments made between 01/07/2019 and 30/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2019	Trevor Barnes	S/O	458.00		Rent July 19
01/07/2019	Opus Energy	D/D	388.84		Electricity Bill May-June 19
02/07/2019	H.Sutton	300546	170.00		Clearing&replanting
02/07/2019	Shelter Solutions	300549	824.00		Repairs-Bus Shelter
02/07/2019	Petty Cash	300548	112.80		Top up
08/07/2019	Water Plus	D/D	42.44		Water supply April-June 19
09/07/2019	SDC	300550	40.00		Application-New address
15/07/2019	FuelGenie	D/D	47.83		Diesel 36.82L
18/07/2019	HMRC	300551	1,419.85		PAYE/NIC's - July 19
19/07/2019	Glos.LGPS	D/D	2,082.25		Pensions contrib.-June 19
19/07/2019	Salary	B/P	5,341.65		Salary - July 19
22/07/2019	Swinton Insurance	D/D	9.45		Breakdown Cover
22/07/2019	Five Valley Signs & Labels	B/P	105.60		Open water Dibond Signs
22/07/2019	Stroud Office Supplies	B/P	79.18		Storage Box pack
22/07/2019	Stroud Office Supplies	B/P	15.59		Paper
22/07/2019	Vision ICT Ltd.	B/P	345.60		16 hosted email accounts
22/07/2019	Stroud Valleys Project	B/P	600.00		Maintenance work April-June 19
22/07/2019	Brian Gay MCIAT	B/P	1,800.00		Interim Fee Acc.No.8
22/07/2019	Aqueous	B/P	120.00		Cleaning Bus Stops
22/07/2019	R.H.Attwood	B/P	673.98		Carry out grass cutting May 19
23/07/2019	Microshade Business Consultant	B/P	168.50		IT Cloud hosting-July 19
23/07/2019	BJP Consulting Group Ltd.	B/P	2,224.80		Site supervision&Contract des.
23/07/2019	R.H.Attwood	B/P	673.98		Carry out grass cutting June 19
23/07/2019	A Winterbotham Ltd	B/P	1,152.00		A Winterbotham-engineering ser
23/07/2019	Electrical&Mechanical Contract	B/P	3,062.40		Installation&setup CCTV cameras
25/07/2019	K.Foster	300552	68.00		Maintenance- Peace Garden
26/07/2019	SSE Southern Electric	D/D	44.99		Electricity 01.04-30.06.19
29/07/2019	PATA (UK)	B/P	37.30		Payroll July 2019
29/07/2019	Came & Company	B/P	347.45		Insurance adding The Pavilion
29/07/2019	West Country Forestry	B/P	3,280.80		Tree works
29/07/2019	Cleeve Fire Protection	B/P	259.80		Extinguishers inspected
29/07/2019	Wheatley Printers Ltd.	B/P	498.00		Print Summer Fourwards
31/07/2019	Onecom Ltd.	D/D	171.19		Broadband,Calls - June 19
31/07/2019	Opus Energy	D/D	440.23		Electricity 15.06.-16.07.19
31/07/2019	Veolia Environmental Services	D/D	176.78		Trade waste - June 19
02/08/2019	J.Projects Bristol Ltd.	CHAPS	227,473.20		J.Projects Inter.Cart.08
02/08/2019	Unity Trust Bank	B/P	28.00		Chaps payment fee
08/08/2019	The Cotswold Canal Trust	300553	40.00		CotswoldCanalTrust-membership
11/08/2019	Forest of Dean Brass	300555	450.00		Performance Fee 11.08.19
11/08/2019	Chanton Kings Marquees	300554	175.00		Hire of marquee 11.08.19
12/08/2019	Water Plus	D/D	1,288.08		Water supply April-July 19
13/08/2019	FuelGenie	D/D	45.01		Diesel 35.75L
13/08/2019	Clark Associates	300556	2,400.00		Clark Associates-Inter.Fee 6
13/08/2019	HMRC	300557	1,419.85		PAYE/NIC's - August 19
14/08/2019	Elbec Ltd.	B/P	551.99		12x8 Garden Shed
14/08/2019	PATA	B/P	37.30		Payroll - August 19
14/08/2019	Midland Forestry Ltd.	B/P	186.80		Tree works

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Unity Trust Current Account

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14/08/2019	NC Disign	B/P	120.00		Design Summer Fourwards
14/08/2019	Microshade Business Cons.Ltd.	B/P	169.50		IT Cloud hosting-August19
14/08/2019	Aqueous	B/P	110.00		Cleaning Bus Stops-August 19
14/08/2019	SOS	B/P	60.44		Site materials
14/08/2019	SOS	B/P	18.48		Storage File
14/08/2019	Unity Trust Bank	B/P	9.10		Handling charge
19/08/2019	Glos.LGPS	D/D	2,069.66		Pensions contributions-July 19
20/08/2019	Swinton Insurance	D/D	9.45		Breakdown Cover
20/08/2019	Salary	B/P	5,413.40		Salary - August 19
21/08/2019	Stroud Office Supplies Ltd	B/P	7.32		A4 2020 diary
21/08/2019	Rialtas Business Solutions LTD	B/Payment	678.78		Year End Closedown
21/08/2019	Rialtas Business Solutions LTD	B/pay	624.00		Omega Annual Support
23/08/2019	Lloyds Bank	D/D	188.20		Lloyds Bank -D/Card
27/08/2019	Petty Cash	300558	142.46		Top - up
28/08/2019	Veolia Environmental Services	D/D	198.80		Trade waste - July 19
30/08/2019	Konica Minolta	D/D	211.80		Photocopier rental
30/08/2019	Onecom Ltd.	D/D	171.79		Broadband Calls - July 19
Total Payments			271,382.30		

