

Minutes of the meeting of the **Finance, Staffing and Policy Committee** held on Monday 9 March 2020 commencing at **4.00pm** in the Pavilion in the Park, Victory Park, Cainscross.

Present: Councillors Adrian Cross (Chair)
David Dale
Ros Scott Hodgetts (Vice-Chair)
Jenny Miles
Carlos Novoth
Ron Smith

In Attendance: Clerk Jeni Marshall
Apologies: Cllr. E Berry

FSP14/20 To receive apologies
As above

FSP15/20 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on Monday 10th February 2020 were approved as a correct record and duly signed.

FSP16/20 To receive any declarations of interest
None.

FSP17/20 To receive any representations from members of the public
None

Finance matters

FSP18/20 To authorise payments
Payments totalling £13,215.85 were approved (see separate sheet).

FSP19/20 To receive the financial reports for February transactions
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved.

FSP20/20 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

FSP21/20 To note any internal control checks
Internal control checks carried out by Councillors Berry and Cross were noted and Councillors were thanked for their time.

FSP22/20 To further consider the following grant application and make recommendation to Full Council

- St. Matthews Church VE Celebrations

Councillor Novoth proposed to award St. Matthews Church £400. This was seconded by Councillor Cross and carried with all in favour. This recommendation will be carried forward to the Full Council.

Staffing Matters

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

FSP23/20 To note the resignation of a member of staff and consider future staffing
 The resignation of the Financial Assistant was noted and she will leave the role on the 2nd of April. Members considered the situation and agreed to fill the role of Assistant Clerk as planned but also consider a three day a week administrative role rather than a Financial Assistant position going forward. Members also discussed the ongoing issue with the coronavirus and how this may affect staff. It was agreed that the Clerk in conjunction with the Chairman will write a policy to be approved at Full Council.

FSP24/20 To confirm the date and time of the next committee meeting
 To be confirmed.

Signed

Dated

FSP22/30	Add to Full Council Agenda	Clerk
FSP23/20	Write Corona Protocol	Clerk/Cllr. Novoth

Date: 04/02/2020

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Unity Trust Current Account

List of Payments made between 01/11/2019 and 04/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2019	J.Project	B/P	0.40		J.Project
04/11/2019	SLCC	B/P	17.00		SLCC-Branch Meeting05.12.19
04/11/2019	Severn Trent Water	B/P	1,055.96		Severn Trent Water
04/11/2019	Glos.Locksmiths Ltd	B/P	145.44		Keys
04/11/2019	SDC	B/P	319.44		Dog Bin Emptying Service
04/11/2019	PATA (UK)	B/P	37.30		Payroll October 19
04/11/2019	SOS	B/P	61.80		A3 Laminator
04/11/2019	SOS	B/P	32.44		Site materials
04/11/2019	Microshade B.C.Ltd.	B/P	169.50		IT Cloud hosting-October19
04/11/2019	Aqueous	B/P	110.00		Cleaning Bus Stops
06/11/2019	Garden Supplies	B/P	204.00		Top Soil
06/11/2019	Mant Leisure Ltd	B/P	630.00		Cone Climber removal V.P.
06/11/2019	R.H.Attwood	B/P	1,010.99		Grass cutting
06/11/2019	R.H.Attwood	B/P	1,034.99		Grass cutting
06/11/2019	Come & Company	B/P	319.20		Risk Cyber Package
06/11/2019	West Country Forestry	B/P	2,520.00		Tree works
12/11/2019	Playdale Playgrounds Ltd	B/P	65.32		Gate spring
13/11/2019	Fuel Genie	D/D	34.38		Daisel 27.31L
15/11/2019	PWLB	D/D	9,885.20		Loan payment PWLB
19/11/2019	Glos.LGPS	D/D	2,135.52		Pension contributions-Oct.19
20/11/2019	Salary	B/P	5,448.75		Salary - November 19
20/11/2019	Swinton Insurance	D/D	9.45		Breakdown Cover
21/11/2019	HMRC	300568	1,513.16		PAYE/NICs-November 19
21/11/2019	Petty Cash	300569	97.26		Top-up
21/11/2019	Petty Cash	300569CR	-97.26		Petty Cash
21/11/2019	Petty Cash	300569	97.26		Top up
25/11/2019	Lloyds Bank	D/D	514.74		Corporate Card
26/11/2019	Haydn Sutton	300570	170.00		Clearing&replanting
28/11/2019	Veolia Environmental Services	D/D	219.73		Trade waste - October 19
28/11/2019	Microshade B C Ltd	B/P	169.50		IT cloud hosting-Nov.19
28/11/2019	PCprop	B/P	147.00		IT support
28/11/2019	PCprop	B/P	120.00		IT support
28/11/2019	Down to Earth Glos.	B/P	432.00		Down to Earth Glos.
28/11/2019	R.H.Attwood	B/P	1,040.99		Carry out grass cutting-Nov.19
28/11/2019	PATA	B/P	62.30		Payroll November 19
28/11/2019	GAPTC	B/P	20.00		Clerks networking
28/11/2019	Aqueous	B/P	110.00		Cleaning Bus Stops
28/11/2019	SOS	B/P	15.48		Keyrings
28/11/2019	SOS	B/P	60.16		Office supply,site materials
28/11/2019	Fenland Leisure Products Ltd	B/P	45.00		Gate spring
29/11/2019	Onecom	D/D	172.09		Brandband,Calls-October19
02/12/2019	Opus Energy	D/D	798.15		Electricity 16.10-14.11.19
09/12/2019	Konica Minolta	D/D	309.64		Photocopier rental
10/12/2019	HMRC	300571	1,517.36		PAYE/NICs-December 19
13/12/2019	Fuel Genie	D/D	75.94		Diesel 55.26L, Unleaded 5.86L
13/12/2019	Water Plus	D/D	49.87		Water supply 29.08-29.11.19
16/12/2019	Salary	B/P	5,357.77		Salary - December 19

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17/12/2019	PATA (UK)	B/P	37.30		Payroll-November19
17/12/2019	Wheatley Printers Ltd	B/P	498.00		Fourwards Newsletter-Autumn
17/12/2019	A.P.E. Fire&Security Ltd	B/P	155.70		Fire Alarm-maintenance charge
17/12/2019	A.P.E. Fire&Security Ltd	B/P	282.00		To connect CCTV
19/12/2019	Glos.LGPS	D/D	2,169.07		Pensions contributions-Nov.19
19/12/2019	PCprop	B/P	40.00		Troubleshoot no internet
19/12/2019	R.H.Attwood	B/P	950.99		Carry out grass cutting-Nov.19
19/12/2019	J.Projects Bristol Ltd	B/P	29,665.97		Final-Interim Cert. 11
19/12/2019	Microshade B.C.Ltd.	B/P	169.50		IT Cloud hosting-Dec.19
19/12/2019	Down to Earth Glos.	B/P	389.88		Down to Earth Glos.
19/12/2019	NC Design	B/P	135.00		Design&Print-Fourwards
19/12/2019	Aqueous	B/P	110.00		Cleaning Bus Stops
20/12/2019	Swinton Insurance	D/D	9.45		Breakdown Cover KV63TVE
30/12/2019	Veolia Environmental Services	D/D	176.78		Trade waste-November 19
31/12/2019	Onecom Ltd	D/D	173.72		Broadband,Calls-November 19
31/12/2019	Opus Energy	D/D	784.85		Electricity bill15Nov-15Dec.19
31/12/2019	Unity Trust Bank	B/P	1.60		Handling Charge
31/12/2019	Unity Trust Bank	B/P	35.85		Service Charge- Dec.19
31/12/2019	Water Plus	D/D	19.00		Surface water drainage Sep-Dec
09/01/2020	A.R. Daniels Co Ltd.	300572	769.97		Fridge,freezer,dishwasher
14/01/2020	FuelGenie	D/D	36.12		Diesel 29.15L
15/01/2020	ELAS Ltd	B/P	1,324.80		Provision-Advantage Plus-12mon
15/01/2020	Imperial Janitorial Supplies	B/P	85.08		Graffiti wipes
15/01/2020	GW Shelter Solutions	B/P	546.36		Two replacement glass panels
15/01/2020	EDGE IT Systems Ltd.	B/P	1,032.00		AdvantEDGE setup&trainig
15/01/2020	Sarah Holder Design	B/P	100.00		To upload website-CTownCouncil
15/01/2020	Microshade Business C.	B/P	169.50		IT cloud hosting
15/01/2020	Down to Eathr Glos.CIC	B/P	216.00		Working with volunteersCGAllot
15/01/2020	SOS	B/P	53.27		Site materials
15/01/2020	Down to Earth Glos.	B/P	392.00		working with volunteersCGAllot
16/01/2020	HMRC	3005736	1,517.36		PAYE/NICs-January20
16/01/2020	Petty Cash	300574	65.14		Petty Cash topup
17/01/2020	Gloucestershire LGPS	D/D	2,115.62		Pension contributions-Dec.19
17/01/2020	Salary	B/P	5,357.77		Salary-January 20
20/01/2020	Swinton Insurance	D/D	9.45		Breakown Cover
23/01/2020	Lloyds Bank	D/D	23.69		Lloyds Bank-C/Card
27/01/2020	SSE Southern Electric	D/D	51.72		Electricity 01.10.19-31.12.19
28/01/2020	Veolia Environmental Services	D/D	176.97		Trade waste- December 19
31/01/2020	Opus Energy	D/D	712.76		Electricity 16.12.19-15.01.20
31/01/2020	Onecom Ltd	D/D	163.87		Broadband, Calls - Jan.20
31/01/2020	Tetbury TC	B/P	45.00		Training 29.01.20
31/01/2020	Marshall Plumbing	B/P	280.00		Plumbing work
31/01/2020	PATA (UK)	B/P	37.30		Payroll January 2020
31/01/2020	SDC	B/P	260.00		SDC-training 13.02.20
31/01/2020	SOS	B/P	69.89		Site materials,office supply
31/01/2020	A.P.E. Fire & Security Ltd.	B/P	105.00		Alarm maint.
31/01/2020	R.H.Attwood	B/P	980.99		Carry out grass cutting-Jan.20

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31/01/2020	Trade UK Acc.	B/P	21.99		Safety Boot
31/01/2020	PPD Safety Training Ltd	B/P	180.00		First Aid training 29.01.20
31/01/2020	Aqueous Cleaning S.	B/P	110.00		Cleaning Bus Stops
Total Payments			<u>91,079.50</u>		