

Minutes of the meeting of the **Finance, Staffing and Policy Committee** held on Tuesday 12 January 2021 commencing at **4.00pm**.

Present: Councillors Adrian Cross  
Ros Scott-Hodgetts  
Jenny Miles  
Carlos Novoth

In Attendance: Clerk Jeni Marshall

Apologies: Councillor David Dale

**FSP1/21** To receive Apologies  
Apologies were received as above.

**FSP2/21** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting of the Finance, Staffing & Policy Committee, held on 9 March 2020 were approved as a correct record and duly signed.

**FSP3/21** To receive any declarations of interest  
None.

**FSP4/21** To receive any representations from members of the public  
None present.

#### Finance matters

**FSP5/21** To authorise payments  
Payments totalling £13,423.07 were approved (see separate sheet).

**FSP6/19** To consider a recommendation to Full Council to finalise the budget and precept for 21/22 following receipt of the tax base  
The budget and precept were considered and it was resolved to make a recommendation to Full Council to approve this.

**FSP7/21** To receive the financial report to date  
The financial report was approved

**FSP8/21** To verify the bank reconciliation and original bank statements  
The bank reconciliation and original bank statements were approved and will be signed once the staff return to the office.

**FSP9/21** To consider making a recommendation to Full Council to amend Financial Regulation 4 to ensure the continuity of the Council work during the ongoing pandemic  
Members resolved that due to the continued pandemic the Financial Regulations will be amended to allow the Clerk in conjunction with an elected member to spend up to £5000. The Chair of Finance will be kept informed of any such expenditure. It was resolved to approve the Financial Regulations.

**FSP10/21** To discuss the security of the Councils funds in the bank and consider moving some funds to the Nationwide account and/or opening a third account

The Clerk explained that funds are only secure up to £85000 in each bank and requested that funds of up to £80000 be moved to the Nationwide account for the immediate whilst further investigations are carried out. She also suggested the sum of the earmarked reserves be moved in to the deposit account. Following due discussion this was approved.

### **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*

**FSP11/21** To note the resignation of a member of staff and consider future staffing needs

The resignation of the Financial Officer was noted.

Members considered a proposal for a Project Officer and a new Finance Officer and scales of pay and pensions within the budget for both existing staff and proposed new staff. After due discussion it was resolved to offer the Project Officer position to someone previously interviewed and the pay scales were approved.

**FSP12/21** To confirm the date and time of the next committee meeting

The next meeting of the Finance, Staffing and Policy Committee will be held on February 9 2021.

Signed

Dated

### **Actions**

FSP6/19	Add the budget and precept to FC agenda	Assistant Clerk
FSP9/21	Amend Financial Regulation 4	Clerk
FSP10/21	Transfer funds to second account & Nationwide	Clerk
FSP11/21	Make job offer	Clerk

**Paid Expenditure Transactions**

between 05/12/20 and 05/01/21

Start of year 01/04/20

Cheque	Paid date	Tn no Order	Gross	Vat	Net	Details	Heading
FPS201207CG CC	07/12/20	247	£950.00	£0.00	£950.00	Cashes Green Community Centre	Grants Awarded 320/4
FPS201207AC S	07/12/20	254	£110.00	£0.00	£110.00	Aqueous Cleaning Solutions	Bus Shelter Cleaning 290/2
FPS201207DT EG	07/12/20	255	£360.00	£60.00	£300.00	Down To Earth Gloucestershire CIC	Contractor 300/1
FPS201207HM RC	07/12/20	263	£1,527.35	£0.00	£1,527.35	HMRC	November PAYE (actual) 310/4
FPS201211MS	11/12/20	259	£165.90	£27.65	£138.25	Microshade Business Consultants Ltd	Cloud Hosting December 310/7
FPS201211PA TA	11/12/20	261	£37.50	£0.00	£37.50	PATA (UK)	Payroll Service December 310/4
FPS201211KF	11/12/20	262	£17.00	£0.00	£17.00	Kate Foster	Peace Garden Maintenance 220/7
DD201215SGL	15/12/20	257	£158.88	£26.48	£132.40	Smith's (Gloucester) Ltd	Trade Waste 260/9
DD201215FG	15/12/20	258	£41.06	£6.84	£34.22	Fuel Genie Business Account Worldline IT Services UK Ltd	330/1
FPS201216RA	16/12/20	260	£1,147.99	£191.33	£956.66	R H Attwood	Grounds Maintenance 220/1
DD201218GC C	18/12/20	265	£1,970.33	£0.00	£1,970.33	Gloucestershire County Council	December Pensions 310/4
FPS201218SS	18/12/20	266	£5,686.82	£0.00	£5,686.82	Staff Salaries	December Salaries 310/4
DD201218SI	21/12/20	267	£9.45	£0.00	£9.45	Swinton Insurance	Breakdown Cover 330/1
FPS201223SO S	23/12/20	269	£35.93	£5.99	£29.94	Stroud Office Supplies	Office and Groundsperson 230/5
FPS201223GP FA	23/12/20	271	£100.00	£0.00	£100.00	Gloucestershire Playing Fields Association	Annual Membership 310/6
DD201230WP	30/12/20	272	£21.90	£0.00	£21.90	Water Plus	Surface Water Drainage - Sports Pavilion 240/2
DD201231KM	31/12/20	220	£16.57	£2.76	£13.81	Konica Minolta Business Solutions (UK) Ltd	Photocopier Printing 310/1
DD201231OC	31/12/20	264	£172.74	£28.79	£143.95	Onecom Ltd	Phone & Broadband service 310/1
DD201231OE	31/12/20	270	£859.85	£143.31	£716.54	Opus Energy Ltd	Electricity Supply 230/4
DD291231LB	31/12/20	273	£0.80	£0.00	£0.80	Unity Trust Bank	Manual Credit Handling Charge 310/2
DD201231LB	31/12/20	274	£33.00	£0.00	£33.00	Unity Trust Bank	Sevice Charge 310/2
<b>Total</b>			<b>£13,423.07</b>	<b>£493.15</b>	<b>£12,929.92</b>		

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
<b>Total Payments</b>			<b>27,034.23</b>		