

Minutes of the meeting of the **Finance, Staffing and Policy Committee** held on Tuesday 16 February 2021 commencing at **4.00pm**.

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

In Attendance: Clerk Jeni Marshall

FSP13/21 To receive Apologies
No apologies were received

FSP14/21 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 12 January 2021 were approved as a correct record and will be signed once staff return to the office.

FSP15/21 To receive any declarations of interest
None.

FSP16/21 To receive any representations from members of the public
None present.

Finance matters

FSP17/21 To authorise payments
Payments totalling £15,339.40 (ex VAT) were approved (see separate sheet).

FSP18/21 To receive the financial report to date
The financial report was approved. Councillor Scott-Hodgetts requested some information regarding different contractors and their roles and Councillor Miles requested that the Clerk put documents on line during Zoom meetings.

FSP19/21 To verify the bank reconciliation and original bank statements
The bank reconciliation and original bank statements were approved and will be signed once staff return to the office.

FSP20/21 To consider appointing the Internal Auditor
Members resolved to appoint GAPTC to carry out the Internal Audit.

FSP21/21 To consider and approve the following Policies

- Community Engagement Policy
- Co-option Policy
- Disciplinary Policy
- Grievance Policy

It was resolved to re-consider the Community Engagement Policy in a couple of months once the new staff had got to grips with the work and may have some suggestions. The policy was approved for the immediate. The Co-option, Disciplinary and Grievance Policies were all approved following consideration.

Staffing and Office Matters

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

- FSP22/21** To note the start date of the Project Officer
The Clerk informed members that the Project Officer started on Monday and is very keen and enthusiastic.
- FSP23/21** 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 March 16 2021.

Signed

Dated

Actions

FSP20/21	Appoint GAPTC fir Internal Audit	Clerk
FSP21/21	Update Policies	Clerk

Unpaid Expenditure Transactions

Start of year

01/04/20

Invoices with a ledger date on or after 01/01/21 and on or before 31/01/21

Tn no	Gross	Vat	Net Ctee	Invoiced	Details	
305 Card Payment	£136.48 310/1	£22.25	£114.23	22/01/21	Lloyds Bank	January
310 Cover330/1	£9.45	£0.00	£9.45 FULL	20/01/21	Swinton Insurance	Breakdown
311 Services230/2	£81.39	£0.00	£81.39 PHAR	14/01/21	Water Plus	Water
312	£400.00	£66.67	£333.33 PHAR	25/01/21	Down To Earth Gloucestershire CIC	Contractor
285£828.00 365 Annual Fees	£138.00 310/7	£690.00	FSP 22/01/21	Edge IT Systems Ltd		Microsoft
286 365 Setup	£964.80 310/7	£160.80	£804.00 FSP	22/01/21	Edge IT Systems Ltd	Microsoft
287 Broadband Services	£172.74 310/1	£28.79	£143.95 FSP	22/01/21	Onecom Ltd	Phone &
288 Waste260/9	£217.80	£36.30	£181.50	22/01/21	Smith's (Gloucester) Ltd	Trade
289 Maintenance	£1,027.99 220/1	£171.33	£856.66	22/01/21	R H Attwood	Grounds
290 Maintenance Work	£400.00 260/8	£0.00	£400.00 PHAR	22/01/21	Stroud Valleys Project	
291 Supply230/4	£904.49	£148.50	£755.99 PHAR	22/01/21	Opus Energy Ltd	Electricity
292 Service January	£38.25 310/4	£0.00	£38.25 FSP	22/01/21	PATA (UK)	Payroll
293 Salaries310/4	£5,894.76	£0.00	£5,894.76 FSP	22/01/21	Staff Salaries	January
294 PAYE310/4	£1,631.39	£0.00	£1,631.39 FSP	22/01/21	HMRC	January
295 Pensions310/4	£1,890.65	£0.00	£1,890.65 FSP	22/01/21	Gloucestershire County Council	January
296 Pension310/4	£83.86	£0.00	£83.86 FSP	22/01/21	Nest Pensions	January
297	£35.93	£5.99	£29.94	22/01/21	Stroud Office Supplies	Supplies
298 Support310/1	£1,324.80	£220.80	£1,104.00 FSP	22/01/21	Elas Business Support	HR
299	£297.98	£0.00	£297.98 PHAR	22/01/21	Down To Earth Gloucestershire CIC	Contractor
300 Hosting January	£165.90 310/1	£27.65	£138.25 FSP	22/01/21	Microshade Business Consultants Ltd	Cloud
301 cleaning290/2	£110.00	£0.00	£110.00 PHAR	22/01/21	Aqueous Cleaning Solutions	Bus shelter
302 Photocopier Rental	£211.50 310/1	£35.25	£176.25 FSP	22/01/21	Konica Minolta Business Solutions (UK) Ltd	
303 Public 290/1	£49.11	£2.33	£46.78 PHAR	22/01/21	Southern Electric	Cainscross Convenience
304 Card Payments	-£471.21 310/7	£2.00	-£473.21	22/01/21	Lloyds Bank	December

Signature

Signature

Date

05/02/21 03:02 PM Vs: 8.51.00

Total
£1,066.66

Cainscross Town Council

£16,406.06
£15,339.40

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