

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 16 July 2018 commencing at 7.50pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Graham Barton (Vice Chair)
Eileen Berry
Jenny Miles (Chair)
Ron Smith

In Attendance: Clerk Jeni Marshall
Administration Assistant Sally Jones
Work Experience Adam Jones

Councillor Clive White

Apologies: Councillor Adrian Cross

FS48/18 To receive apologies
Apologies were received from Councillor A Cross.

FS49/18 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on 11 June 2018 were approved as a correct record and duly signed.

FS50/18 To receive any declarations of interest
None received.

FS51/18 To receive any representations from members of the public
None.

Finance matters

FS52/18 To authorise payments
Payments totalling £10,047.49 were approved (see separate sheet). The Clerk raised concerns that salaries are shown individually. Councillor E Berry proposed that salaries for members of staff be shown as a block amount. This was seconded by Councillor Barton and carried with all in favour.

FS53/18 To receive the financial report to date
The financial report detailing income and expenditure for May and June and reconciliation to the bank accounts was approved.

FS54/18 To verify and sign the bank reconciliation and original bank statements for May and June

The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Miles

FS55/18 To note any internal control checks
Internal Control checks were noted.

FS56/18 To note Unity Trusts new charging structure
Noted.


FS56/18 To consider the following grant applications
It was agreed to make the following recommendations to Full Council:

- Robyn Brown (World Scout Jamboree) - Councillor Barton proposed a grant of between £50 - £100. This was seconded by Councillor Smith.
- Cashes Green Football Club – Councillor Barton proposed a grant of £250 be awarded in line with previous grants to sports clubs.
- Allsorts Toy Appeal – members requested further information be obtained from the Charity relating to how much of the grant awarded to them will be put against their administration costs.

FS57/18 To confirm the date and time of the next committee meeting
The next meeting of the Finance and Staffing Committee will be held on 10 September 2018 following the Recreation Committee.

Signed

Dated


15/10/2018

Actions

FS56/18	Add to Full Council agenda	Clerk
FS56/18	Contact Allsorts	Clerk

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At : 10:02

Unity Trust Current Account

List of Payments made between 31/05/2018 and 10/07/2018

<u>Date Paid</u>	<u>Payer Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2018	Opus energy	D/D	359.45		Electricity bill
01/06/2018	Trevor Barnes	S/O	458.00		Rent - June 18
06/06/2018	BT	D/D	79.57		Line rental
08/06/2018	Water Plus	D/D	18.85		Water supply March-May 18
11/06/2018	PCPROP	B/P	35.00		IT support
13/06/2018	FuelGenie	D/D	52.92		Diesel 41.70L
15/06/2018	Konica Minolta	D/D	49.42		Photocopier
19/06/2018	HMRC	300449	1,256.78		PAYE/NICs June18
20/06/2018	Swinton Insurance	D/D	9.25		Breakdown insurance
20/06/2018	Mr.P.Underwood	B/P	1,464.45		Salary June 18
20/06/2018	Mrs.S.Jones	B/P	839.22		Salary June 18
20/06/2018	Mrs.L.Zaretskaia	B/P	366.96		Salary June 18
20/06/2018	Mrs.J.Marshall	B/P	1,776.54		Salary - June 18
20/06/2018	Mrs.L.Mayo	B/P	486.32		Salary June 18
21/06/2018	Mark Newman	336	330.00		Cleaning Bus Stops
21/06/2018	DCK Accounting Solutions Ltd	337	630.00		Year End Accounts 31.03.18
21/06/2018	Hurns Hardware	338	3.58		Screws,bolts,etc.
21/06/2018	Peter Newman	339	120.00		Independent Internal Audit 17/18
21/06/2018	PATA (UK)	340	36.50		Payroll - June 18
21/06/2018	Haydn Sutton	341	170.00		Summer planting
25/06/2018	Lloyds Bank	D/D	423.03		D/Card
27/06/2018	Water Plus	D/D	15.84		Surface water drainage service
28/06/2018	Veolia	D/D	226.38		Trade waste
30/06/2018	Unity Trust Bank	D/D	35.85		Service Charge
02/07/2018	Trevor Barnes	S/O	458.00		Rent - July 18
02/07/2018	Opus Energy	D/D	262.42		Electricity bill April-June 18
09/07/2018	BT	D/D	83.16		Line rental

Total Payments 10,047.49

