

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 18 September 2017 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present:Councillors
 Angela Halling (Chair)
 John Batten
 Eileen Berry
 Peter Berry
 Jenny Miles
 Ron Smith

In Attendance:Clerk
 Admin Assistant
 Councillors
 (Observing)
 Jeni Marshall
 Sally Jones
 Keith Mace
 Neil Watkins

Apologies: Councillor
 Adrian Cross

FS33/17 To receive apologies
 Apologies were received from Councillor Cross.

FS34/17 To approve the minutes of the last meeting of the Committee
 The minutes of the last meeting of the Committee, held on 19 June 2017 were approved as a correct record and duly signed.

FS35/17 To receive any declarations of interest
 None.

FS36/17 To receive any representations from members of the public
 None

Finance matters

FS37/17 To authorise payments and report any credit card usage
 Payments totalling £38,649.05 were approved. Councillor P Berry asked for clarification of an item on the credit card. The Clerk clarified the item and the credit card usage was approved.

FS38/17 To receive the financial report for June, July and August transactions
 The financial report detailing income and expenditure for the previous months were approved.

FS39/17 To note any internal control checks
 Noted. Councillors P Berry, K Cordon and J Miles were thanked for carrying out the checks.

- FS40/17** To consider renewal of membership to Gloucestershire Playing Fields Association
Councillor P Berry proposed that membership was renewed. This was seconded by Councillor Smith and carried with all in favour.

Staffing Matters

- FS41/17** To arrange staff appraisals
Councillor Halling proposed that she was happy to do them if they took place w/c 23 October. Councillor E Berry stated she was happy to do them with Councillor Halling. The Clerk to organise.

- FS42/17** To start considering the Committees budget for 2018/19
Councillor P Berry queried that there was still a lot of money in the training budget and Councillors and staff should be encouraged to attend relevant courses. He also felt that the Councillors needed costings of last year's spending and also a more up to date picture of this year's spending as some items didn't seem to be accounted for. He proposed that this information be made available for the next meeting. This was seconded by Councillor Smith and carried with all in favour.

- FS43/17** To confirm the date and time of the next Committee meeting
The next meeting of the Committee will take place on Monday 16 October at 7pm.

Signed

A Halling

Dated

16/10/17

Actions:

FS40/17	To renew membership of Gloucestershire Playing Fields Association	Finance Assistant
FS41/17	Staff Appraisal Dates	Clerk
FS42/17	Budget Information for October meeting	Clerk

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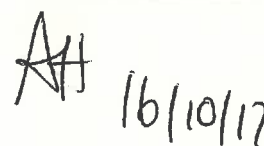
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Unity Trust Current Account

List of Payments made between 01/06/2017 and 31/08/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/06/2017	Trevor Barnes	S/O	458.00		Rent - June 17
06/06/2017	BT	D/D	78.22		Line rental
13/06/2017	Petty Cash	300382	92.37		Petty Cash top-up
20/06/2017	Cashes Green Community Centre	227	108.00		Youth Club meetingsx9
20/06/2017	Fenland Leisure Products Ltd	228	74.40		Cableway seat
20/06/2017	Hums Hardware	229	9.16		Bolts,screws,etc.
20/06/2017	Peter Newman	230	120.00		Independent InternalAudit16-17
20/06/2017	PATA (UK)	231	36.50		Payroll -June 2017
20/06/2017	PCPROP	232	35.00		1hr-troubleshoot missing Icons
20/06/2017	Stroud Office Supplies Ltd	233	87.85		Disinfectant,etc.
20/06/2017	Satori Creative	234	35.00		To design grant application f.
20/06/2017	Tree Management	235	134.40		Call out to clear fallen tree
20/06/2017	Swinton	D/D	9.25		Breakdown Cover
20/06/2017	Mrs.S.Jones	B/P	729.55		Salary - June 17
20/06/2017	Mr.P.Underwood	B/P	1,374.49		Salary - June 2017
20/06/2017	Mrs.J.Marshall	B/P	1,692.20		Salary - June 17
20/06/2017	Mrs.L.Zaretskaia	B/P	350.14		Salary - June 17
20/06/2017	Mrs.L.Mayo	B/P	421.19		Salary - June 17
20/06/2017	SLCC	300383	12.50		StressManagementWorkshop
20/06/2017	HMRC	300384	1,099.62		PAYE/NIER/NI-June 17
20/06/2017	Glos.LGPS	300385	1,728.76		Pensions contributions-June
21/06/2017	Five Valleys Services	B/PAYMENT	10.00		External clean-office windows
23/06/2017	Lloyds Bank-Corporate Card	D/D	18.42		Monthly fee, gate post
23/06/2017	SolutionsInTechnology	D/D	126.00		Photocopier charges
28/06/2017	Veolia	D/D	174.45		Trade waste
30/06/2017	Opus Energy Ltd	D/D	233.34		Electricity bill
30/06/2017	Unity Trust Bank	D/D	36.30		Service Charge
03/07/2017	Trevor Barnes	S/O	458.00		Rent - July 2017
07/07/2017	BT	D/D	79.23		Line rental
09/07/2017	Kevin Howlett	300386	220.00		Sound engineering&equip. hire
09/07/2017	Forest of Dean Brass Band	300387	400.00		Music in the Victory Park
09/07/2017	Monkey Jam	300388	120.00		Music Day - 5th July 2017
09/07/2017	Louise Sweetland	300389	75.00		Cheer Leading&Zumba-MusicDay
11/07/2017	Charlton Kings Marquees	B/P	175.00		Marquee hire
11/07/2017	Unity Trust Bank	D/D	8.00		Transaction stop fee
11/07/2017	Petty Cash	300390	104.41		Petty Cash top-up
13/07/2017	Fuel Genie	D/D	52.34		Diesel 44.77L
13/07/2017	HMRC	300392	1,099.62		PAYE/NI/NIER - July 17
13/07/2017	Naomi Gardener	300391	150.00		Designing&print Fourwards
18/07/2017	R H Attwood	236	356.99		Carry out grass cutting
18/07/2017	Cashes Green Community Centre	237	126.00		Meeting
18/07/2017	Hums Hardware	238	4.09		Padlock bolt,screws,etc.
18/07/2017	Npower Ltd	239	50.01		Electricity -footpath lighting
18/07/2017	PATA (UK)	240	36.50		Payroll - July 2017
18/07/2017	Rialtas Business Solutions LTD	241	594.00		Omega Cashbook&P/Ladga support
18/07/2017	Wheatley Printers Ltd	242	481.00		3000 A4 Fourwards newsletters
18/07/2017	Glos.LGPS	300393	1,740.45		Pensions contributions-July17

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Unity Trust Current Account

List of Payments made between 01/06/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/07/2017	Mrs.L.Zaretskaia	B/P	350.14		Salary - July 17
20/07/2017	L.Mayo	B/P	457.64		Salary - July 17
20/07/2017	Mr.P.Underwood	B/P	1,374.49		Salary - July 17
20/07/2017	Mrs.S.Jones	B/P	729.75		Salary - July 2017
20/07/2017	Mrs.J.Marshall	B/P	1,692.00		Salary - July 17
20/07/2017	Swinton Insurance	D/D	9.25		Breakdown Cover Insurance
24/07/2017	Lloyds Bank	D/D	378.00		Shelving Bays,Water tank,fee
24/07/2017	Water Plus	D/D	39.03		Water charges
28/07/2017	Veolia	D/D	216.48		Trade waste June 2017
28/07/2017	Five Valleys & Cotswolds	B/P	10.00		Windows cleaning - July 17
31/07/2017	Opus Energy	D/D	263.02		Electricity bill
01/08/2017	Trevor Barnes	S/O	458.00		Rent August 17
02/08/2017	Water plus	D/D	89.47		Water supply- office
02/08/2017	Great Western Air Ambulance	300397	250.00		Grant
02/08/2017	Allsorts	300396	250.00		Grant
02/08/2017	Cotswold Boatmobility	300395	100.00		Grant
02/08/2017	St.Matthews PCC	300394	125.00		Grant
07/08/2017	BT	D/D	68.25		line rental
10/08/2017	R H Attwood	243	692.99		Carry out grass cutting
10/08/2017	Cashes Green Community Centre	244	84.00		Youth Club Meetings
10/08/2017	Five Valley Signs&Labels	245	72.00		Signs
10/08/2017	Hums Hardware	246	56.00		tools,brush,etc.
10/08/2017	Shaon Moore	247	90.00		Ebley Allotments - pipe
10/08/2017	Stroud Office Supplies Ltd	248	76.73		H/Duty sack
10/08/2017	Water Plus Limited	249	806.64		Water supply Jan-July17
10/08/2017	Signs of the Times Ltd	250	954.41		Welcome to Ebley
10/08/2017	PATA	300398	34.30		Payroll - August 2017
10/08/2017	Glos.LGPS	300399	1,728.76		Pensions contributions August
10/08/2017	HMRC	300400	1,099.62		PAYE/NI/NIER August 17
15/08/2017	FuelGenie	D/D	30.02		Diesel 26.13L
17/08/2017	The Door Youth Project	251	5,155.00		Youthwork services,July-Septemb
17/08/2017	SSE	252	56.94		Electricity May-July17
18/08/2017	L.M.Mayo	B/P	421.19		Salary - August 17
18/08/2017	Mrs L Zaretskaia	B/P	350.14		Salary - August 17
18/08/2017	Mrs.S.Jones	B/P	729.55		Salary - August 17
18/08/2017	Mr.P.Underwood	B/P	1,374.49		Salary - August 17
18/08/2017	Mrs.J.Marshall	B/P	1,692.20		Salary - August
21/08/2017	Swinton Insurance	D/D	9.25		Breakdown Cover
23/08/2017	Lloyds Bank	D/D	97.91		Monthly fee,Brown/Red paint
23/08/2017	Five ValleysService	B/P	10.00		External clean-Office windows
29/08/2017	Veolia	D/D	174.45		Trade waste
29/08/2017	BT	D/D	125.64		Line rental
31/08/2017	Opus Energy	D/D	250.55		Electricity bill
Total Payments			38,649.05		