

Jenny Miles

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 19<sup>th</sup> February 2018 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Angela Halling (Chair)  
Eileen Berry  
Peter Berry  
Adrian Cross  
Jenny Miles

In Attendance: Clerk Jeni Marshall  
Graham Barton

Apologies: Councillor John Batten  
Ron Smith

**FS12/18** To receive apologies  
Apologies were received as above.

**FS13/18** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting of the Committee, held on 20 November 2017 were approved as a correct record and duly signed.

**FS14/18** To receive any declarations of interest  
Councillor Jenny Miles declared a non-pecuniary interest in item 9 (bullet point 3) and Councillor Cross declared a non-pecuniary interest in item 9 (bullet point 2)

**FS15/18** To receive any representations from members of the public  
None present.

**Finance matters**

**FS16/18** To authorise payments  
Payments totalling £32,435.70 was approved (see separate sheet).

**FS17/18** To receive the financial report to date  
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved. Councillor Berry queried a figure in the allotment income. The Clerk will check but feels it is relevant to the palisade fence purchased jointly with Cainscross Allotments.

**FS18/18** To verify and sign the bank reconciliation and original bank statements for December and January  
The bank reconciliation for December and January was verified against the original bank statements which were duly signed by Councillor Halling.

**FS19/18** To note any internal control checks  
Councillor Halling thanked Councillor Miles for carrying out a check of the invoices and petty cash in January and councillor K Cordon for checks of invoices issued, salaries and petty cash in December.

**FS20/18** To consider the following grant applications and make recommendations to Full Council

- Ebley Youth FC – Awarded £250
- Cashes Green Brownies – Awarded £250
- Cotswold Rangers Youth FC – Awarded £200
- Sharpness Lifeboat Station - Awarded £50

One member asked that Ebley Youth be reminded about inclusivity as there are no females in the team and no provision offered. The Clerk will note this in their grant awarding letter.

#### **Staffing Matters**

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

**FS21/18** To discuss staff roles during the Clerk's recent absence  
The Clerk requested that a recognition award be given to a member of staff who covered the Clerks role for 6 weeks during her recent absence.  
*Further details on this item are subject to exclusion of press and public under the Local Government Act 1972 Schedule 12A and are available for members on a separate sheet*

**FS22/18** To confirm the date and time of the next committee meeting  
The next meeting of the Committee will be held on the 19 March at 7pm.

Signed



Dated

23/4/2013

#### **Actions:**

FS17/18	Check nominal code for allotment income	Clerk
FS20/18	Raise cheques	Finance Assistant
FS20/18	Send out grants with letters	Administration Assistant
FS21/18	Action Recognition Award	Clerk

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## List of Payments made between 15/11/2017 and 13/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/11/2017	Came & Company	B/P	3,445.16		Insurance Local Council Scheme
17/11/2017	Five Valleys&Cotswolds WindowC	B/P	10.00		External clean-office windows
20/11/2017	Swinton Insurance	D/D	9.25		Breakdown Cover Insurance
20/11/2017	L.M.Mayo	B/P	421.19		Salary - November 17
20/11/2017	Mrs.L.Zaretskaja	B/P	350.14		Salary - November 17
20/11/2017	Mr.P.Underwood	B/P	1,374.49		Salary - November 17
20/11/2017	Mrs.J.Marshall	B/P	1,692.20		Salary - November 17
20/11/2017	Mrs.S.Jones	B/P	729.75		Salary - November 17
21/11/2017	Unity Trust Bank	B/P	8.00		Transaction stop fee
23/11/2017	Lloyds Bank	D/D	182.01		Credit Card
23/11/2017	Cashes Green Community Centre	283	108.00		Youth Club meetings
23/11/2017	Discovery Timber Play Ltd	284	1,800.00		Install artificial grass
23/11/2017	Fenland Leisure Products Ltd	285	52.70		Bolt on Type swing
23/11/2017	GAPTC	286	70.00		Chairmanship training 21.11.17
23/11/2017	PATA (UK)	287	36.50		Payroll May 2017
23/11/2017	Haydn Sutton	288	160.00		Re-planting summer flowers
27/11/2017	SSE Southern Electric	D/D	56.55		Electricity
28/11/2017	Veolia	D/D	194.74		Trade waste
30/11/2017	Konica Minolta	D/D	264.56		Copy&Print
30/11/2017	BT	D/D	128.16		Line rental
30/11/2017	Opus Energy	D/D	356.54		Electricity bill
16/11/2017	N.Gardener	300420	120.00		Designing&print-Fourwards news
23/11/2017	Clark Associates	300421	1,200.00		Fee account Football Pavilion
01/12/2017	Trevor Barnes	S/O	458.00		Rent - December 17
07/12/2017	BT	D/D	79.57		Line rental
12/12/2017	R H Attwood	289	517.98		Carry out grass cutting Novemb
12/12/2017	BM Conboy	290	200.00		For completing applicationGP&C
12/12/2017	GAPTC	291	40.00		Clerks Networking
12/12/2017	Hums Hardware	292	30.31		various tools
2/12/2017	Randwick Scout Group	293	120.00		Youth Club meeting
12/12/2017	Stroud Office Supplies Ltd	294	66.55		H/Duty refuse sack
12/12/2017	Wheatley Printers Ltd	295	481.00		Fourwards NewslettersAutumn17
13/12/2017	FuelGenie	D/D	43.65		Diesel 37.02L
19/12/2017	Aqueous Cleaning Solutions	300422	110.00		Cleaning Bus Stops 01/12/17
20/12/2017	Swinton Insurance	D/D	9.25		Breakdown Cover
20/12/2017	L.Zaretskaia	B/P	350.01		Salary December 17
20/12/2017	Mr.P.Underwood	B/P	1,374.49		Salary - December 17
20/12/2017	L.M.Mayo	B/P	421.19		Salary December 17
20/12/2017	Mrs.J.Marshall	B/P	1,692.20		Salary December 17
20/12/2017	Mrs.S.Jones	B/P	729.75		Salary - December 17
20/12/2017	Mrs.L.Zaretskaia	B/P	0.13		Salary - December
21/12/2017	Five Valleys Services	B/P	10.00		External clean-office windows
27/12/2017	Lloyds Bank	D/CARD	57.14		Fence posts
28/12/2017	Veolia	D/D	152.34		Trade waste
31/12/2017	UnityTrust Bank	D/D	34.95		Service Charge
02/01/2018	Trevor Barnes	S/O	458.00		Rent January 18
02/01/2018	Opus Energy	D/D	364.94		Electricity bill

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List of Payments made between 15/11/2017 and 13/02/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
04/01/2018	SLCC	300423	45.00		Traning- Data Protection
08/01/2018	BT	D/D	88.02		Line rental
11/01/2018	R H Attwood	296	517.98		Carry out grass cutting
11/01/2018	Mark Newman	297	110.00		Cleaning Bus Stops
11/01/2018	Shaun Moore	298	65.00		Maintenance
11/01/2018	Water Plus	300424	490.58		Water supply
15/01/2018	Fuel Geni	D/D	53.45		Diesel 43.14L
16/01/2018	Autocrafts Services Ltd	300427	960.00		KV63TVE- engine
16/01/2018	Petty Cash	300425	63.89		Top-up
18/01/2018	Npower	D/D	50.58		ElectricitySupply-FootpathLigh
18/01/2018	Water plus	D/D	19.62		Surface water drainage
18/01/2018	HMRC	300428	1,202.67		PAYE/NI/NIER January 18
18/01/2018	Glos.LGPS	300429	1,737.98		Pensions contributions January
19/01/2018	R.Lacey	B/P	355.56		Salary January 18
19/01/2018	P.Underwood	B/P	1,374.49		Salary - January 18
19/01/2018	Mrs.S.Jones	B/P	746.69		Salary - January 18
19/01/2018	Mrs. J.Marshall	B/P	1,692.00		Salary January 18
19/01/2018	L.M.Mayo	B/P	421.19		Salary January 18
19/01/2018	Mrs.L.Zaretskaia	B/P	350.14		Salary January 18
22/01/2018	Swinton Insurance	D/D	9.25		Breakdown Insurance
23/01/2018	Discovery Timber Play Ltd	299	103.20		Repair zip wire
23/01/2018	PATA (UK)	300	43.80		Payroll January 2018
23/01/2018	QPS Plastics Ltd	301	65.42		PoopScoop bags
23/01/2018	Stroud Office Supplies Ltd	302	58.98		H/Duty refuse sack
23/01/2018	Lloyds Bank	D/D	3.00		Monthly fee
23/01/2018	Pcprop	300430	52.50		1.5 hrs repair troubleshoot
24/01/2018	Five Valleys Services	B/P	10.00		External clean -office windows
29/01/2018	Veolia	D/D	194.74		Trade waste
29/01/2018	Water plus	D/D	44.95		Water supply
31/01/2018	Opus Energy	D/D	400.09		Electricity bill
01/02/2018	Trevor Barnes	S/O	458.00		Rent - February 18
06/02/2018	BT	D/D	72.54		Line rental
<b>Total Payments</b>			<b>32,435.70</b>		