

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 23 April 2018 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors P Berry
E Berry
A Cross
J Miles

In Attendance: Clerk J Marshall

Apologies: Councillor R Smith

FS22/18 To elect a new Chair of the Committee
The Clerk suggested that as the Annual Meeting is imminent it would be sensible for the Vice-Chair to take the meeting and a new Chair to be elected at the Annual Meeting. Councillor E Berry proposed that Councillor Miles take the meeting, this was seconded by Councillor Cross and carried with all in favour.

FS23/18 To receive apologies
Apologies were received as above

FS24/18 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on 19th February 2018 were approved as a correct record and duly signed.

FS25/18 To receive any declarations of interest
None.

FS26/18 To receive any representations from members of the public
None.

Finance matters

FS27/18 To authorise payments and report any credit card usage
Payments totalling £28,865.41 were approved.

FS28/18 To receive the financial report to date
Councillor P Berry questioned some over spends and under spends on individual items. The Clerk explained that although it is useful to look at each individual item it is important to look at each committees spend overall. These then showed that budgeting has been carried out effectively as the overall committee spends are in line with the budget.
The financial report was approved.

- FS29/18** To verify and sign the bank reconciliation and original bank statements for February and March
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Miles.
- FS30/18** To note any internal control checks
The Internal Controls were noted.
- FS31/18** To approve the amended budget to take note of the Public Works Loan application and grants and agree virements
This was noted and approved.

Staffing Matters

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

- FS32/18** To note staff sick leave
The Clerk explained that a member of staff has been on sick leave since November and although hoping to return to work is unable to at present.
- FS33/18** To approve national pay award
The Clerk confirmed that a national pay award has been agreed but as the confirmation has not yet been received it was agreed to add this item to the Full Council agenda.
- FS34/18** To confirm the date and time of the next committee meeting
The next meeting will be held on Monday 11th June 2018 at 7pm.

Signed



Dated

14/6/2018

Actions

FS28/18	Chase Applewood Management for water bill for Cashes Green Allotments	Finance Assistant
FS33/18	Add Pay Award to Full Council	Clerk

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List of Payments made between 08/02/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/02/2018	Water Plus	D/D	52.95		Water supply October-Jan18
15/02/2018	Water Plus	D/D	352.96		Water supply October-Jan18
15/02/2018	R H Attwood	303	517.98		Carry out grass cutting
15/02/2018	Mark Newman	304	110.00		Cleaning Bus Stops
15/02/2018	The Door Youth Project	305	3,692.46		For provision youthwork serv.
15/02/2018	GAPTC	306	55.00		Audit Preparation 6-12-18
15/02/2018	Hums Hardware	307	14.99		Dulux PBW Emulsion-7L
15/02/2018	Stroud Office Supplies Ltd	308	26.13		A4 paper, Accident report book
15/02/2018	Siren Alarms	309	48.00		Reset Fire alarm&user code
15/02/2018	Trade UK	310	32.99		Hi Vis jacket
20/02/2018	Swinton Insurance	D/D	9.25		Breakdown cover
20/02/2018	Mrs.L.Zaretskaia	B/P	350.14		Salary - February 18
20/02/2018	Mr.P.Underwood	B/P	1,374.69		Salary February 2018
20/02/2018	Mrs.S.Jones	B/P	748.89		Salary February 18
20/02/2018	Mrs.J.Marshall	B/P	1,692.20		Salart February 18
20/02/2018	L.M.Mayo	B/P	421.19		Salary February 18
20/02/2018	HMRC	300431	1,113.27		PAYE / NIER/NI - February18
20/02/2018	Gloucestershire LGPS	300432	1,737.98		Pensions contributions Feb.18
20/02/2018	Ebley Youth FC	300433	250.00		Grant
20/02/2018	Cashes Green Brownies	300434	250.00		Cashes Green Brownies - Grant
20/02/2018	Cotswold Rangers Youth FC	300435	200.00		CotswoldRangersYouth FC- Grant
20/02/2018	Severn Area Rescue Association	300436	50.00		Severn Area Rescue Ass.-Grant
22/02/2018	St.Matthews PCC	300437	55.00		Hire of Hall - 09/04/18
23/02/2018	Lloyds Bank	D/D	3.00		Monthly fee
26/02/2018	SSE Southern Electric	D/D	63.57		Electricity- PublicConvenience
28/02/2018	Opus Energy	D/D	372.17		Electricity bill
28/02/2018	Veolia	D/D	182.22		Trade waste
28/02/2018	Five Valleys Services	B/P	10.00		External clean -office windows
01/03/2018	Trevor Barnes	S/O	458.00		Rent- March 18
01/03/2018	Konica Minolta	D/D	211.50		Copy & Print
01/03/2018	BT	D/D	133.20		Line rental
08/03/2018	ICO	D/D	35.00		Data protection - renewal
09/03/2018	BT	D/D	73.83		Line rental
13/03/2018	FuelGenie	D/D	56.35		Diesel 45.85L
14/03/2018	Konica Minolta	D/D	38.26		Copy&Print
15/03/2018	Western Power Distribution	D/D	72.00		Meter charge March18-Feb19
15/03/2018	R H Attwood	311	3,187.98		Carry out grass cutting
15/03/2018	Mark Newman	312	110.00		Cleaning Bus Stops
15/03/2018	BM Conboy	313	140.00		For add. work -applic.GP&CC
15/03/2018	PATA (UK)	314	73.00		Payroll February 2018
15/03/2018	Pitbitz Limited T/A Gazebohop	315	1,086.10		Use of grant Tesco-Gazebo
15/03/2018	Red Kite Law	316	780.00		Prof.Fees-Lease-Cashes GreenCC
15/03/2018	Stroud Office Supplies Ltd	317	257.97		Chair, new BT telephone
15/03/2018	Stroud District Council	318	337.20		Rates 01.04.18-31.03.19
15/03/2018	PCPROP	B/P	35.00		Troubleshoot computer
15/03/2018	HMRC	300438	1,158.07		PAYE/NI/NIER-March
15/03/2018	Glos.LGPS	300439	1,768.28		Pensions contributions March

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Unity Trust Current Account

List of Payments made between 08/02/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/03/2018	Swinton Insurance	D/D	9.25		Breakdown Cover
20/03/2018	Mrs.L.Zaretskaia	B/P	350.34		Salary March 18
20/03/2018	Mr.P.Underwood	B/P	1,374.49		Salary March 18
20/03/2018	Mrs.J.Marshall	B/P	1,692.20		Salary March 18
20/03/2018	Mrs.S.Jones	B/P	812.39		Salary March18
20/03/2018	Mrs.L.Mayo	B/P	421.19		Salary March 18
22/03/2018	Randwick Scout Group	300440	180.00		Youth Club meeting-Dec-Jan.18
23/03/2018	Lloyds Bank	D/D	3.00		Monthly fee
28/03/2018	Veolia	D/D	181.68		Trade waste
29/03/2018	Five Valleys Services	B/P	10.00		External clean-office windows
31/03/2018	Unity Trust Bank	D/D	32.10		Service charge
Total Payments			28,885.41		