



Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 11 June 2018 commencing at 7.50pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Graham Barton
Eileen Berry
Jenny Miles
Ron Smith

In Attendance: Clerk Jeni Marshall

Apologies: Councillor Adrian Cross

FS35/18 To elect a Chairman
Councillor E Berry proposed Councillor J Miles. This was seconded by Councillor R Smith and there being no further nomination was carried with all in favour.

FS36/18 To elect a Vice-Chair
Councillor J Miles proposed Councillor G Barton. This was seconded by Councillor R Smith and there being no further nomination was carried with all in favour.

FS37/18 To receive apologies
Apologies were received from Councillor A Cross

FS38/18 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on 23rd April 2018 were approved as a correct record and duly signed.

FS39/18 To receive any declarations of interest
None received

FS40/18 To receive any representations from members of the public
None

Finance matters

FS41/18 To authorise payments
Payments totalling £28,865.41 were approved (see separate sheet). A query was raised regarding a payment to Randwick Scout Hut. The Clerk agreed to check this payment and let members know the outcome.

FS42/18 To receive the financial report to date

OML

The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved. Members discussed the changing role of the Neighbourhood Warden and resolved to reduce the payment to District Council by fifty percent.

FS43/18 To verify and sign the bank reconciliation and original bank statements for April
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Miles

FS44/18 To note any internal control checks
A internal control check of payments against invoices was noted.

FS45/18 To consider the Internal Auditors report and make any recommendations to Full Council
The report was noted. Councillor E Berry proposed to recommend the report is accepted to Full Council. This was seconded by Councillor Barton and carried with all in favour.

Staffing Matters

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

FS46/18 To consider additional hours for one member of the Grounds staff for the summer months
The Clerk explained that the Groundstaff are over capacity with their workload at present and it would be prudent to offer the Assistant Groundsperson some extra hours for the summer months. Councillor Barton queried the use of the staff time with the painting of the office exterior and that perhaps we should be working smarter. The Clerk pointed out that the Senior Groundsman painting the exterior is a Council decision not the Clerk's and therefore could not be overruled by the Clerk. Councillor Miles mentioned that they had not expected the wood of the doors and windows to be in such poor condition. It was agreed to offer the Assistant Groundsperson 4 extra hours per week over the summer and to review this in the autumn.

FS47/18 To confirm the date and time of the next committee meeting
The next meeting of the Finance and Staffing Committee will be held on 16 July 2018 following the Recreation Committee.

Signed



Dated

16.7.2018

Actions

FS41/18	Check payment details	Finance Assistant
FS42/18	Reduce budget payment for Neighbourhood Warden	Finance Assistant
FS46/18	Offer Assistant Groundsperson additional hours	

The meeting closed at 8.20pm

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List of Payments made between 01/04/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2018	GAPTC	300442	1,687.57		Annual subscription 04.18-03.19
01/04/2018	Severn Trent Water	300441	201.42		Water supply to Allotments
03/04/2018	Trevor Barnes	S/O	458.00		Rent April 18
03/04/2018	Opus Energy	D/D	655.47		Electricity bill
03/04/2018	Petty Cash	300443	121.58		Top-up
06/04/2018	BT	D/D	73.00		Line rental
10/04/2018	Autocrafts Services Ltd.	300444	50.00		Carry out MOT KV63TVE
16/04/2018	Mrs.Naomi C Marshall	B/P	120.00		Design&Print-FourwardsNewslett
17/04/2018	Water Plus	D/D	19.19		Jan-April 18
19/04/2018	NPower	D/D	49.47		Electricity
19/04/2018	HMRC	300445	1,211.16		PAYE/NI/NIER - April 18
19/04/2018	Glos.LGPS	300446	1,798.35		Pensions Contrib. April 18
19/04/2018	Water Plus	D/D	29.43		Water bill
20/04/2018	Swinton Insurance	D/D	9.25		Breakdown Cover
20/04/2018	Mr.P.Underwood	B/P	1,451.77		Salary April 18
20/04/2018	Mrs.Sally Jones	B/P	827.33		Salary April 18
20/04/2018	L.M.Mayo	B/P	316.53		Salary - April 18
20/04/2018	Mrs.L.Zaretskaia	B/P	361.32		Salary April 18
20/04/2018	Mrs.J.Marshall	B/P	1,747.64		Salary April 18
23/04/2018	Lloyds Bank C/Card	D/D	206.80		Renewal-Website,Plaque
26/04/2018	Water Plus	D/D	48.03		Water supply Jan.-April 18
30/04/2018	R H Attwood	319	1,035.96		Carry out grass cutting
30/04/2018	Coles Electrical	320	134.40		Safety portable Appl. Testing
30/04/2018	DCK Accounting Solutions Ltd	321	503.10		Year End Closedown 31.03.18
30/04/2018	GAPTC	322	80.00		Training
30/04/2018	Playsafety Limited	323	399.00		Annual Inspection
30/04/2018	PATA (UK)	324	36.50		April Payroll
30/04/2018	Stroud Office Supplies Ltd	325	75.56		Glove, cloth, etc.
30/04/2018	Wheatley Printers Ltd	326	481.00		3000 A4 Newsletters Spring 18
30/04/2018	Five Valleys Services	B/P	10.00		External clean- office windows
30/04/2018	SSE South Electric	D/D	43.35		Electricity Public Conv. Car Park
30/04/2018	OPUS Energy	D/D	464.74		Electricity bill
30/04/2018	Veolia	D/D	226.38		Trade waste
01/05/2018	Trevor Barnes	S/O	458.00		Rent May
08/05/2018	BT	D/D	76.99		Line rental
11/05/2018	Npower	D/D	2.88		Footpath lighting
15/05/2018	FuelGenie	D/D	49.52		Diesel 40.62L
15/05/2018	PWLB	D/D	9,885.20		Loan payment
18/05/2018	Mrs.L.Zaretskaia	B/P	372.80		Salary May 18
18/05/2018	L.M.Mayo	B/P	468.57		Salary May 18
18/05/2018	Mrs.J.Marshall	B/P	1,805.83		Salary May 18
18/05/2018	Mr.P.Underwood	B/P	1,476.65		Salary May 18
18/05/2018	Mrs.S.Jones	B/P	851.30		Salary May 18
21/05/2018	Swinton Insurance	D/D	9.25		Vehicle cover breakdown policy
22/05/2018	HMRC	300447	1,302.65		PAYE, NI, NIER - May 18
22/05/2018	Glos.LGPS	300448	1,941.09		Pensions contrib. May 18
29/05/2018	R H Attwood	327	517.98		Carry out grass cutting May 18

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Unity Trust Current Account

List of Payments made between 01/04/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2018	Cleeve Fire Protection Ltd.	328	349.20		Inspection of extinguishers
29/05/2018	GAPTC	329	55.00		NPPF Training
29/05/2018	Nick Allen Design	330	1,368.00		Peace Garden Panel
29/05/2018	PATA (UK)	331	36.50		Payroll May 18
29/05/2018	Progressive Systems (UK) Ltd	332	2,942.40		Galvanised steel shutter
29/05/2018	Stroud Office Supplies Ltd	333	33.55		Pine disinfectant 5 Ltr
29/05/2018	Stroud District Council	334	70.00		Premises Licence - Annual Fee
29/05/2018	Trade UK	335	7.96		Steel/Flat Bar-Bench QEII field
29/05/2018	Veolia	D/D	182.04		Trade waste April 18
30/05/2018	Konica Minolta	D/D	211.50		Copy & Print
Total Payments			39,408.16		

