

Minutes of the meeting of the **Finance and Staffing Committee** held on Monday 15 October 2018 commencing at 7.00pm in the Parish Council Office, 39 Westward Road, Cainscross.

Present: Councillors Graham Barton (Vice Chair)
Eileen Berry
Carlos Novoth
Ron Smith
Clive White

In Attendance: Clerk Jeni Marshall

Apologies: Councillors Adrian Cross and Jenny Miles

FS58/18 To receive apologies
Apologies have been received from Councillors A Cross and J Miles.

FS59/18 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on 16 July 2018 were approved as a correct record and duly signed.

FS60/18 To receive any declarations of interest
None.

Finance matters

FS61/18 To authorise payments
Payments totalling £52,194.17 were approved (see separate sheet).

FS62/18 To receive the financial report for August and September transactions
The financial report detailing income and expenditure for the previous months and reconciliation to the bank accounts was approved.

FS63/18 To verify and sign the bank reconciliation and original bank statements for July, August and September
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Barton.

FS64/18 To note any internal control checks
Internal Control checks were noted.

FS65/18 To consider the following grant application and make recommendation to Full Council

- Sunnyhill Resident Association

Councillor Smith proposed that they be recommend a grant of £100 to Full Council. This was seconded by Councillor E Berry and carried with all in favour.

Councillor Miles joined the meeting

- FS66/18** To start considering the Budget for 2019/20
Councillor Novoth requested some time with the Clerk to gain an understanding of the budget. It was agreed to recommend to Full Council to increase the Staff Work Wear budget by £100 and the salaries budget by £10,000 to allow the employment of additional staff. It was further agreed to recommend a decrease in the Insurance budget of £100 and Training budget of £1000.

Staffing Matters

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

- FS67/18** To arrange a date for staff appraisals
It was agreed that the Clerk will do the staff appraisals and then Councillors E Berry and J Miles would conduct the Clerk's appraisal.
- FS68/18** To confirm the date and time of the next committee meeting
The next meeting will be held on 12 November 2018 at 7:00pm

Signed

Dated

12/11/18

Actions

FS65/18	To add to Full Council agenda	Clerk
FS66/18	To look at budget	Clerk/Cllr. Novoth
FS67/18	Arrange staff appraisals	Clerk
FS67/18	Clerk's appraisal	Cllrs. E Berry and J Miles

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Unity Trust Current Account

List of Payments made between 07/07/2018 and 03/10/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/07/2018	BT	D/D	83.16		Line rental
12/07/2018	R H Attwood	342	3,793.98		Carry out grass cutting
12/07/2018	Mark Newman	343	110.00		Cleaning Bus Stops
12/07/2018	Rialtas Business Solutions LTD	344	610.80		Omega - Annual support
12/07/2018	Stroud Office Supplies Ltd	345	87.15		A4 Copier Paper
12/07/2018	Stroud Valleys Project	346	800.00		Maintenance work at QE2
18/07/2018	Npower	D/D	9.83		Electricity-Footpath lighting
19/07/2018	GCC	300451	4,940.00		Grant - refund Glos.County C.
19/07/2018	HMRC	300452	1,256.58		PAYE/NI/NIER - July 18
20/07/2018	Swinton Insurance	D/D	9.25		Breakdown Insurance
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
20/07/2018		B/P			Salary July 18
23/07/2018	Lloyds Bank	D/D	24.85		Monthly fee, acrylic sheet
24/07/2018	Water Plus	D/D	39.83		Water supply April-June 18
24/07/2018	R H Attwood	347	570.00		Carry out tree work
24/07/2018	BM Conboy	348	140.00		For completing application-GET
24/07/2018	PATA (UK)	349	73.00		Payroll services August
24/07/2018	Stroud District Council	350	87.60		Pest control treatment 11.07.18
24/07/2018	Trade UK	351	21.89		Booster cables
24/07/2018	Glos.LGPS	300453	1,899.77		Pensions contributions June 18
27/07/2018	SSE Southern Electric	D/D	57.77		Electricity - quarterly charge
31/07/2018	Veolia Environmental Services	D/D	182.04		Trade waste
31/07/2018	Opus Energy	D/D	255.82		Electricity bill
01/08/2018	Trevor Barnes	S/O	458.00		Rent August 18
01/08/2018	Cotswold Canal Trust	300454	40.00		Membership renewal
02/08/2018	Impro Commercial Ltd	300456	198.70		Poloshirt, sweatshirt
02/08/2018		300455	125.00		Grant
06/08/2018	BT	D/D	96.93		Line rental
08/08/2018	Mrs. N.Marshall	B/P	150.00		Designing and print-Fourwards
14/08/2018	Fuel Genie	D/D	71.78		Unleaded 11.45L Diesel 45.84L
14/08/2018	HMRC	300457	1,256.58		PAYE/NI/NIER August 18
20/08/2018	Swinton Insurance	D/D	9.25		Breakdown policy
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
20/08/2018		B/P			Salary August 18
21/08/2018	CGFC	300458	250.00		CGFC Grant
21/08/2018	Ailsorts	300459	150.00		Ailsorts grant
23/08/2018	Lloyds Bank	DD	902.90		Alba 10" Tablets, monthly fee

Jim Jo

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28/08/2018	Veolia Environmental Services	D/D	182.22		Trade waste
28/08/2018	B.Allen	300460	12.50		Refund
28/08/2018	M. Reddaway	300461	12.50		M. Reddaway - Refund
29/08/2018	BT	D/D	138.06		Line rental August-October 18
30/08/2018	Konica Minolta	D/D	211.50		Photocopier rental
30/08/2018	ATTWOOD	352	1,181.86		Carry out grass cutting
30/08/2018	AQUEOUS CLEANING	353	120.00		Cleaning Bus Stops
30/08/2018	DISCOVERY TIMBER PLA	354	60.00		Repair nest ewing frame
30/08/2018	FIVE VALLEY SIGNS	355	36.00		Signs
30/08/2018	HURNS HARDWARE	356	39.83		Keys cut
30/08/2018	SOS	357	133.86		Paper, toilet roll
30/08/2018	STROUD DISTRICT COUN	358	873.60		Pest control wasps call out
30/08/2018	TREE MANAGEMENT	359	2,122.80		Tree work
30/08/2018	TRADE UK (SCREWS)	360	64.99		Galvanised wire netting
30/08/2018	WHEATLEY PRINTERS	361	493.00		Fourwards Newsletters Summer18
31/08/2018	Opus Energy	D/D	260.64		Electricity bill
03/09/2018	Trevor Barnes	SO	458.00		Rent September 18
03/09/2018	Petty Cash	300462	86.31		Top up
06/09/2018	Hurns Hardware Ltd	300463	86.22		Site materials
08/09/2018	BT	DD	95.26		Line rental
13/09/2018	FuelGenie	DD	735.30		Diesel 27.60L
13/09/2018	Gloucestershire LGPS	300464	1,836.88		Pensions contrib. - July 18
13/09/2018	Gloucestershire LGPS	300465	1,836.88		Pensions contrib. - August 18
18/09/2018	Konica Minolta	DD	53.18		Photocopier
18/09/2018	Water Plus	DD	37.10		Water supply May-September18
18/09/2018	Water Plus	DD	119.25		Water supply May-September18
18/09/2018	Water Plus	DD	8.82		Water supply
18/09/2018	Pinnacle Property Management	300466	20.00		Use- Allotment facilities-C.G.
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018		B/P			Salary September 18
20/09/2018	Swinon Insurance	DD	9.25		Breakdown Cover
20/09/2018	HMRC	300467	1,256.78		PAYE/NICs - September 18
24/08/2018	Gloucester Locksmiths	D/CARD	23.05		2 x high security keys
24/09/2018	Lloyds Bank	D/CARD	3.00		Monthly fee
25/08/2018	Gloucestershire LGPS	300468	1,936.88		Pensions contrib.-September 18
27/09/2018	ATTWOOD	362	1,483.41		Carry out pitch marking - Aug.
27/09/2018	AQUEOUS CLEANING	363	120.00		Cleaning Bus Stops - September
27/09/2018	MICROSHADE BUSINESS	364	854.22		Installation, set up of data
27/09/2018	PATA	365	36.50		Payroll September 18
27/09/2018	SOS	366	25.97		H/Duty sack, diary

omits

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27/08/2018	TRADE UK (SCREWFIX)	367	46.89		Safety Boots
27/08/2018	VICTORY PARK BOWLING	366	1,350.00		50% cost of replacing fire dem
27/09/2018	Gloucestershire Playing Fields	300470	100.00		Membership renewal
28/09/2018	Water Plus	DD	20.24		Surface water drainage
28/09/2018	Veolia Environmental Services	DD	219.65		Trade waste
30/09/2018	Unity Trust Bank	DD	32.70		Service charge
Total Payments			<u>52,194.17</u>		

