

Minutes of the meeting of the **Finance, Staffing and Policy Committee** held on Monday 11 November 2019 commencing at **4.00pm** in the Pavilion in the Park, Victory Park, Cainscross.

Present: Councillors Adrian Cross (Chair)
Eileen Berry
David Dale
Ros Scott Hodgetts (Vice-Chair)
Jenny Miles
Carlos Novoth

In Attendance: Clerk Jeni Marshall

Apologies: Councillor Ron Smith
John Tyror

FSP29/19 To receive apologies
Apologies were received from Councillors Smith and Tyror

FSP30/19 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on Monday 9 September 2019 were approved as a correct record and duly signed.

FSP31/19 To receive any declarations of interest
None.

Finance matters

FSP32/19 To authorise payments
Payments totalling £82,524.86 were approved (see separate sheet).

FSP33/19 To receive the financial reports for October transactions
The financial report detailing income and expenditure for the previous month and reconciliation to the bank accounts was approved.

FSP34/19 To verify and sign the bank reconciliation and original bank statements
The bank reconciliation was verified against the original bank statements which were duly signed by Councillor Cross

FSP35/19 To note any internal control checks
Internal control checks carried out by Councillor Miles were noted

FSP36/19 To consider a grant request from Citizens Advice Bureau and make recommendation to Full Council
Members considered the request and one member asked that members remember that the grant awarding policy states that grants are awarded to groups or people based in the Parish.
Councillor Miles proposed that the payment is deferred until after Christmas and then reconsidered. This was seconded by Councillor Novoth and carried with five in favour and one against.

FSP37/19 To consider the budget for 2020/21 and make recommendation to Full Council

The Clerk supplied members with a new format budget. Members discussed the budget and made various changes. It was agreed that the Clerk will update the spreadsheet and issue to members to be further discussed at a Working Party meeting the following Tuesday in time to be presented for discussion at the next Full Council meeting.

It was also agreed that the Clerk ask 'Down to Earth' to look at Hamwell Leaze to consider its management for the coming year.

Councillor Cross left the meeting

Councillor Scoot-Hodgetts took over the meeting

Staffing Matters

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

FSP38/19 To receive a report from the Finance and Staffing Working party and approve the recommendations for future staffing

Members noted the future staffing provision recommendations and will continue to consider this in line with the budget.

Councillor Novoth left the meeting

FSP39/19 To further consider Ill Health Retirement cover
It was resolved to defer this item to a future meeting.**Policy Matters****FSP40/19** To consider and approve the new Social Media and Electronic Communication Policy

Members resolved to approve the new policy.

FSP41/19 To consider and approve the Model Publication Policy
Members resolved to approve the policy.**FSP42/19** To confirm the date and time of the next committee meeting
The next meeting of the Committee will be held on the 10 February 2020
Signed

Dated

Actions

FSP36/19	Write to Citizens Advice	Clerk
FSP37/19	Update Budget	Clerk
FSP39/19	Put on agenda in the new year	Clerk
FSP/40/41	Update Policy date and add to website as needed	Assistant Clerk

Date: 05/11/2019

Cainscross Town Council

Page 1

Time: 12:16

Unity Trust Current Account

List of Payments made between 01/09/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payer Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2019	Opus Energy	D/D	368.22		Electricity 17.07-15.08.19
09/09/2019	Water Plus	B/P	275.81		Water supply June-August19
09/09/2019	Stroud Office Supplies Ltd	B/P	61.17		Paper,etc.
09/09/2019	Stroud Office Supplies Ltd	B/payment	81.70		Diary A4,H Duty refuse sack
09/09/2019	Stroud Office Supplies Ltd	B/Pay	73.11		Bucket,mop,etc.
09/09/2019	PCPROP	Bank/P	40.00		Resetting tablets
09/09/2019	Gloucester Locksmiths	B/Paym	108.73		Padlocks
09/09/2019	Tree Management	Bank/p	571.20		Tree surgery
09/09/2019	Trade UK Account	b/p	39.98		Workwear trousers
09/09/2019	Trade UK Account	b/Payment	83.96		Padlock
12/09/2019	Daniels TV Domestic	300559	150.00		Moving projector to VP
12/09/2019	Glos.Playing Fields Ass.	300560	100.00		Glos.Playing Fields Ass.
13/09/2019	Water Plus	D/D	39.60		Water supply June-August19
13/09/2019	Fuel Genie	D/D	46.94		Diesel 32.99L;Unleaded 5.98L
13/09/2019	Gloucestershire LGPS	D/D	2,092.60		Pensions contributions-August
19/09/2019	Stroud Office Supplies	B/P	41.39		Brush,key rings,etc.
19/09/2019	R.H.Attwood	B/P	1,083.98		Carry out grass cutting August
19/09/2019	R.H.Attwood	B/P	969.98		Carry out grass cutting-July
19/09/2019	Aqueous Cleaning	B/P	110.00		Cleaning Bus Stops
19/09/2019	Down to Earth Glos.	B/P	125.76		Applewood Allotments
19/09/2019	Microshade Business C.Ltd.	B/P	169.50		IT Cloud hosting-September19
19/09/2019	Tree Management	B/P	410.40		Tree work
19/09/2019	Gloucester Locksmiths	B/P	29.92		Key cut
19/09/2019	Salary	B/P	5,772.32		Salary - September 19
20/09/2019	Swinton Insurance	D/D	9.45		Breakdown Cover
23/09/2019	Lloyds Bank	D/D	483.69		Lloyds Bank - D/Card
26/09/2019	Marshalls Plumbing	300561	75.00		To supply&fit allotment top
26/09/2019	Impro Commercial Ltd.	300562	47.88		Polo shirts
26/09/2019	HMRC	300563	1,691.95		PAYE,NICs-September 19
30/09/2019	Onecom Ltd.	D/D	169.85		Broadband, Calls - August19
30/09/2019	Water plus	D/D	19.20		Surface water drainage.June-Sep
30/09/2019	Veolia Environmental Services	D/D	219.73		Trade waste - August
30/09/2019	Unity Trust Bank	D/D	36.30		Service Charge
30/09/2019	Opus Energy	D/D	508.74		Electricity bill August-Sept.
30/09/2019	Opus Energy	D/D	0.01		Electricity bill
03/10/2019	PWLB	D/D	3,216.63		Loan payment PWLB
03/10/2019	J.Marshall	300564	52.90		Gigabit Element Swich
09/10/2019	SDC	300565	561.60		Leyhill Working Party
10/10/2019	PATA (UK)	B/P	37.30		Payroll - September 19
10/10/2019	Halley Wood Sawmill Ltd.	B/P	418.56		Wood for raised beds
10/10/2019	PKF Littlejohn LLP	B/P	1,200.00		Annual Return-31.03.19
10/10/2019	Came&Company	B/P	4,963.08		Came&Company 01.10.19-30.09.20
10/10/2019	SOS	B/P	15.12		Envelopes,site materials
10/10/2019	SOS	B/P	30.96		Key clip
10/10/2019	Hums Hardware Ltd	B/P	3.80		Site materials
10/10/2019	Stroud Office Supplies	B/P	55.66		Site materials
10/10/2019	Stroud Valleys Project	B/P	400.00		Maintenance work July-Sep.19

Continued on Page 2

Date: 05/11/2019

Cainscross Town Council

Page 2

Time: 12:16

Unity Trust Current Account

List of Payments made between 01/09/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/10/2019	Stroud Valleys Project	B/P	400.00		Maintenance work Oct-Nov.18
15/10/2019	Fuel Genie	D/D	44.72		Diesel 32.52L
17/10/2019	HMRC	300566	1,519.36		PAYE/NICs-October 19
18/10/2019	Gloucestershire LGPS	D/D	2,276.00		Pensions contributions Sept.19
18/10/2019	Salary	B/P	5,457.80		Salary - October 19
21/10/2019	Swinton Insurance	D/D	9.45		Breakdown Cover
23/10/2019	Lloyds Bank	D/D	356.58		Lloyds Bank-C/Card
25/10/2019	J Projects Bristol Ltd	B/P	44,144.00		J Projects -Inter.Cert.9-10
28/10/2019	SSE Southern Electric	D/D	44.24		Electricity 1.07.19-30.09.19
28/10/2019	Veolia Environmental Services	D/D	176.78		Trade waste -Sep.19
31/10/2019	Onecom Ltd	D/D	247.04		Broadband,Calls-September19
31/10/2019	Opus Energy	D/D	727.51		Electricity Bill 15.Sep-15Oct.
31/10/2019	Unity Trust Bank	B/P	4.70		Handling Charge
31/10/2019	Kate Foster	300567	51.00		Maintenance -Peace Garden
Total Payments			82,524.86		

10/2/2020