

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on Tuesday 20 May 2025 commencing at 10.30am at The Pavilion in the Park, Victory Park.

Present: Councillors D Dale (Committee Chair)
 D Balster
 C Fewster
 G Lindsay

In Attendance: Clerk - Jeni Marshall
 Assistant Clerk – Emily Forgione

Apologies C White
 A Cross

FSP15/25 To note apologies
 Apologies were excepted as above

FSP16/25 To approve the minutes of the last meeting of the Council
 The minutes of the last meeting of the committee held on the 16 April 2025 were noted and approved.

FSP17/25 To receive any declarations of interest
 None received

FSP18/25 To receive any representations from members of the public
 None present

Finance & Policy Matters

FSP19/25 To verify and sign the bank reconciliation and original bank statement
 The bank reconciliation for the current, deposit and savings account were scrutinised, approved as accurate and signed.

FSP20/25 To receive the financial report and consider expenditure in line with the budget (Financial Status Comparison Report)
 The report was scrutinised and approved with no concerns.

FSP21/25 To approve and note invoiced income and expenditure transactions
 Expenditure to the 15 May 2025 was approved. The income was noted.

Staffing Matters

FSP22/25 To consider the Project officers hours
 After due consideration, members agreed that the larger projects are now complete and therefore the Project Officers hours could be reduced back to 18 hours per week. It was further agreed that the Project Officer can be offered overtime as needed at the Clerk's discretion.

FSP23/25 To confirm the date and time of the next committee meeting (18/06/25)
 The next meeting is scheduled for 18 June 2025

Signed

Dated

DRAFT

Unpaid Expenditure Transactions

Start of year 01/04/25

Invoices with a ledger date on or after 01/04/25 and on or before 15/05/25

Tn no	Gross	Vat	Net Cttee	Invoiced Details Date	Publics Works Loan Board	Loan Repayment	Payment Reference	Accrual Heading
1023	£9,885.20	£0.00	£9,885.20 FULL	17/04/25				1999
1024/1	£833.33	£138.89	£694.44 RECAM		T W Hawkins & Sons	Grounds Maintenance		220/1
1024/2	£833.33	£138.89	£694.44 RECAM		T W Hawkins & Sons	Grounds Maintenance		250/1
1024/3	£833.33	£138.89	£694.44 RECAM		T W Hawkins & Sons	Ground Maintenance		260/1
1024/4	£736.43	£122.74	£613.69 RECAM		T W Hawkins & Sons	Grounds maintenance		280/1
1024/5	£236.45	£39.41	£197.04 RECAM		T W Hawkins & Sons	Grounds maintenance		300/1
1024	£3,472.87	£578.82	£2,894.05	22/04/25	T W Hawkins & Sons	Grounds Maintenance April, May, June 2025		220/1
1025	£49.00	£0.00	£49.00 RECAM	22/04/25	Nailsworth Garden Machinery	Strimmer parts		281
1026	£252.00	£42.00	£210.00 FSP	17/04/25	Stroud Town Council	Hazards and Risks in Highway Situations Training		310/5
1027	£594.00	£99.00	£495.00 RECAM	01/04/25	R&D Blinds Ltd	Office blinds		230/5
1028	£41.94	£6.99	£34.95 RECAM	01/04/25	Trade UK	Post fix		220/3
1029	£45.00	£0.00	£45.00 FSP	15/04/25	PCProp.Com	Connect new laptops to printer / scan		310/7
1031	£72.13	£12.02	£60.11 RECAM	23/04/25	Trade UK	Black multi surface paint & Ant Bait Stations & White Splint		230/5
1032	£9.05	£1.51	£7.54 RECAM	23/04/25	Wolseley	Flushvalve Spares		240/4
1033	£180.00	£30.00	£150.00 FSP	25/04/25	Edge IT Systems Ltd	End of Year Silver Package		310/1
1034	£3,110.35	£518.39	£2,591.96 FSP	04/04/25	Hewlett Packard	4 x Laptops forr office staff use		310/7
1035	£64.78	£10.80	£53.98 FSP	22/04/25	7 Office Supplies	Office supplies		310/1
1042	£2,107.57	£0.00	£2,107.57 FSP	20/04/25	HMRC	April 2025 Pension		310/4
1046	£80.00	£0.00	£80.00 RECAM	12/05/25	Kate Foster	Peace Garden Maintenance		220/7
Signature		Signature						
Date		Date						

Start of year 01/04/25

Unpaid Expenditure Transactions

Invoices with a ledger date on or after 01/04/25 and on or before 15/05/25

Tn no	Gross	Vat	Net Ctte	Invoiced Details Date	Payment Reference	Accrual Reference	Heading
1047	£126.13	£21.02	£105.11	RECAM 08/05/25 Wolseley		<input type="checkbox"/>	Various fixings for replacement of cylinders in plant room 230/5
1048	£105.48	£0.00	£105.48	FSP 12/05/25 PATA (UK)		<input type="checkbox"/>	May Salaries 310/4
1049	£64.92	£10.82	£54.10	RECAM 09/05/25 Wolseley		<input type="checkbox"/>	Various parts for new cylinder fitting 230/5
1050	£291.01	£48.51	£242.50	RECAM 07/05/25 Wolseley		<input type="checkbox"/>	Various items for fitting of cylinders 230/5
1051/1	£99.20	£16.53	£82.67	RECAM Playsafety Ltd		<input type="checkbox"/>	ROSPA Annual Inspection 280/2
1051/2	£99.20	£16.53	£82.67	RECAM Playsafety Ltd		<input type="checkbox"/>	ROSPA Annual Inspection 220/5
1051/3	£99.20	£16.53	£82.67	RECAM Playsafety Ltd		<input type="checkbox"/>	ROSPA Annual Inspection 250/3
1051/4	£99.20	£16.53	£82.67	RECAM Playsafety Ltd		<input type="checkbox"/>	ROSPA Annual Inspection 250/5
1051/5	£99.20	£16.53	£82.67	RECAM Playsafety Ltd		<input type="checkbox"/>	ROSPA Annual Inspection 260/4
1051/6	£99.20	£16.53	£82.67	RECAM Playsafety Ltd		<input type="checkbox"/>	ROSPA Annual Inspection 260/7
1051	£595.20	£99.18	£496.02	25/04/25 Playsafety Ltd		<input type="checkbox"/>	Annual Inspections of owned open spaces and play areas 280/2
1052	£217.62	£0.00	£217.62	RECAM 01/04/25 Severn Trent Water		<input type="checkbox"/>	*Water Supply to Cainscross Allotments 300/2
1053	£217.62	£0.00	£217.62	RECAM 01/04/25 Severn Trent Water		<input type="checkbox"/>	Water Supply to Ebbley Allotments 300/3
1054	£154.09	£25.68	£128.41	RECAM 28/04/25 Mark Pollard Heating & Plumbing		<input type="checkbox"/>	Visit to replace immersion gasket. Split in element so cylinder needs replacing. Left new gasket as spare for new cylinder 230/5
1055	£32.28	£5.38	£26.90	FULL 01/05/25 Fuel Gentle Business Account Worldwide IT Services UK Ltd		<input type="checkbox"/>	Fuel 01/04/25-30/04/25 330/1
1056/1	£794.32	£132.39	£661.93	RECAM Opus Energy Ltd		<input type="checkbox"/>	Electric Usage 230/4
Signature				Signature			
Date							

Unpaid Expenditure Transactions

Start of year 01/04/25

Invoices with a ledger date on or after 01/04/25 and on or before 15/05/25

Tn no	Gross	Vat	Net Cttee	Invoiced Details Date		Payment Reference	Accrual Heading
1056/2	£794.32	£132.39	£661.93 RECAM	Opus Energy Ltd	Electric usage		240/3
1056	£1,588.64	£264.78	£1,323.86	Opus Energy Ltd	Electric ususage		230/4
1057/1	£28.00	£0.00	£28.00 RECAM	The National Allotment Society	Annual Allotment Society Membership		300/1
1057/2	£28.00	£0.00	£28.00 RECAM	The National Allotment Society	Annual Allotment Society Membership		300/2
1057/3	£28.00	£0.00	£28.00 RECAM	The National Allotment Society	Annual Allotment Society Membership		300/3
1057	£84.00	£0.00	£84.00	The National Allotment Society	Annual Membership		300/1
1058	£1,009.20	£168.20	£841.00 RECAM	Proludic	What time is it? Play Panel Replacement		220/5
1074	£480.00	£0.00	£480.00 FULL	GAPTC	Internal Audit 2024-25 Band 8		320/2
1075	£12.60	£0.00	£12.60 FSP	Unity Trust Bank	Transaction Fees 01/04/25- 30/04/25		310/2
1076	£372.72	£62.12	£310.60 FSP	PEAC (UK) Ltd	Phone System Lease		310/7
1077	£72.00	£12.00	£60.00 RECAM	Stark Connect	Metre monitoring services		240/3
1078	£118.78	£19.80	£98.98 FSP	Fibre Telecoms	Phone and Broadband		310/7
1079/1	£36.17	£6.03	£30.14 RECAM	M J Church	Trade waste		260/9
1079/2	£50.42	£8.40	£42.02 RECAM	M J Church	Trade Waste		220/8
1079/3	£36.55	£6.09	£30.46 RECAM	M J Church	Trade waste		250/6
1079	£123.14	£20.52	£102.62	M J Church	Traade waste		260/9
1080/1	£54.25	£9.04	£45.21 RECAM	M J Church	Trade waste		250/6
1080/2	£54.25	£9.04	£45.21 RECAM	M J Church	Trade waste		260/9
1080/3	£76.19	£12.70	£63.49 RECAM	M J Church	Trade waste		220/8
1080	£184.69	£30.78	£153.91	M J Church	Trade waste		250/6
Signature				Signature			
Date							

Unpaid Expenditure Transactions

Start of year 01/04/25

Invoices with a ledger date on or after 01/04/25 and on or before 15/05/25

Tn no	Gross	Vat	Net Cttee	Invoiced Details Date		Payment Reference	Accrual Heading
1081	£360.00	£60.00	£300.00 FSP	01/04/25	SLCC	CILCA Course Fees	<input type="checkbox"/> 310/5
1082	£1,979.63	£0.00	£1,979.63 FSP	01/04/25	GAPTC	Annual Membership	<input type="checkbox"/> 310/6
1083	£120.00	£20.00	£100.00 FSP	01/04/25	Aubergine 262 Ltd	Annual domain renewal for 5/5/25	<input type="checkbox"/> 310/7
1084	£121.32	£20.22	£101.10 FSP	15/05/25	Konica Minolta Business Solutions (UK) Ltd	Photocopier quarterly rental 15/5/25-15/8/25	<input type="checkbox"/> 310/1
1085	£6.93	£0.33	£6.60 P&H	13/05/25	Tomato Energy	Electric charges for Cainscross Toilets	<input type="checkbox"/> 290/1
Total		£2,188.87	£26,213.02				

Invoiced Income Transactions

Start of year 01/04/25

Invoices with a ledger date on or after 01/04/25 and on or before 15/05/25

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
01/04/25	April	50	08/04/25	20.00	3.33	16.67	RECAM Singing Mummas - Amy Cox - Hall Hire
01/04/25	Contra	55	01/04/25	-50.00	-8.33	-41.67	RECAM Luke Kemp - Contra from previous year
01/04/25	Contra	56	01/04/25	-45.00	-7.50	-37.50	RECAM Knit and Natter - Contra from previous year due to cancelled sessions
02/04/25		6	13/04/25	31.25	5.21	26.04	RECAM Wednesday Wives - Hall Hire 2nd April 2025
03/04/25		7	13/04/25	50.00	8.33	41.67	RECAM Gemma Wynn - Hall Hire
13/04/25	APRIL	54	13/04/25	113.75	18.96	94.79	RECAM Community Council run events - April community café donations
15/04/25		8	16/04/25	125.00	20.83	104.17	RECAM Beth Sweetland - Car Boot Sale
15/04/25		9		650.00	108.33	541.67	RECAM Seventh Day Adventist Group - Weekly hire of the Pavilion Hall from Sat
16/04/25	CTC788	51	16/04/25	-200.00	0.00	-200.00	RECAM O. Aylmer Compensation Payments C/O Stroud Police - Contra (part rec
16/04/25	CTC788	52	16/04/25	50.00	0.00	50.00	RECAM O. Aylmer Compensation Payments C/O Stroud Police - Part receipt, tn
16/04/25	CTC788	53		150.00	0.00	150.00	RECAM O. Aylmer Compensation Payments C/O Stroud Police - Balance due, tn
17/04/25		10		60.00	10.00	50.00	RECAM Knit and Natter - March Hall Hire
17/04/25		11		30.00	5.00	25.00	RECAM Knit and Natter - April Hall Hire
17/04/25		12		330.00	55.00	275.00	RECAM Gloucestershire County Council - Hall Hire
17/04/25		13		50.00	8.33	41.67	RECAM The Priory Group - Hall Hire
17/04/25		14		93.76	15.63	78.13	RECAM Mindsong - Sing 2 Remember - Hall Hire -
17/04/25		15	23/04/25	25.00	4.17	20.83	RECAM SP3 - SP3 talk
17/04/25		16	29/04/25	187.50	31.25	156.25	RECAM Kumon Maths - Karen Maggs - Hall hire
17/04/25		17	28/04/25	125.00	20.83	104.17	RECAM The Neuroverse Hub - Hall Hire -
17/04/25		18	17/04/25	28.12	4.69	23.43	RECAM Pamela Harding - Hall Hire - 5th April
17/04/25		19	28/04/25	25.00	4.17	20.83	RECAM Cirencester & Stroud Branch Parkinson's UK - Hall hire - 1.30-3.30pm
17/04/25		20		37.50	6.25	31.25	RECAM Brimscombe & Thrupp WI - Pavilion Hall Hire - Tuesday 8th of April 19:0
17/04/25		22		43.75	7.29	36.46	RECAM Wild Stroud - Hall hire -
17/04/25		23	23/04/25	65.62	10.94	54.68	RECAM Shift Movement - Hall Hire
17/04/25		24	30/04/25	37.50	6.25	31.25	RECAM Stroud League of Friends - Hall Hire - April

Invoiced Income Transactions

Start of year 01/04/25

Invoices with a ledger date on or after 01/04/25 and on or before 15/05/25

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
17/04/25		25		25.00	4.17	20.83	RECAM HFT - Hall Hire
17/04/25		26		28.12	4.69	23.43	RECAM Stroud Valleys Cycling Group UK - Pavilion Hall Hire - SVCC Meeting Sa
24/04/25	500103	28	28/04/25	172,766.50	0.00	172,766.50	FULL Stroud District Council - Preecept first half 2025/26
25/04/25		21	22/04/25	31.25	5.21	26.04	RECAM All Sorts Gloucestershire - Hall hire - Friday 11th April
29/04/25		27		2,096.49	0.00	2,096.49	FULL Stroud District Council - April 2025 CIL Payment
01/05/25	CTC813	29		10.00	0.00	10.00	RECAM Stacey Wright - Stall at Community Market
01/05/25	CTC814	30		10.00	0.00	10.00	RECAM Emma Thorne - Stall at Community Market
01/05/25	CTC815	31		10.00	0.00	10.00	RECAM Fallon Shepherd - Stall at Community Market
01/05/25	CTC816	32		10.00	0.00	10.00	RECAM Jordan Lore - Stall at Community Market
01/05/25	CTC817	33		10.00	0.00	10.00	RECAM Bridie Wicks - Stall at Community Market
01/05/25	CTC818	34		10.00	0.00	10.00	RECAM Deanne Weaving - Stall at Community Market
01/05/25	CTC819	35		10.00	0.00	10.00	RECAM Debbie Olser - Stall at Community Market
01/05/25	CTC820	36		10.00	0.00	10.00	RECAM Katrina Liddiard - Stall at Community Market
01/05/25	CTC821	37		10.00	0.00	10.00	RECAM Kitrina Kitchener - Stall at Community Market
01/05/25	CTC823	38		10.00	0.00	10.00	RECAM Amanda Taitt - Stall at Community Market
01/05/25	CTC822	39		187.50	31.25	156.25	RECAM Kumon Maths - Karen Maggs - Hall hire
01/05/25	CTC824	40		31.25	5.21	26.04	RECAM Wednesday Wives - Hall Hire 7th May 2025
01/05/25	CTC825	41		62.50	10.42	52.08	RECAM Pamela Harding - Hall Hire -
02/05/25	CTC826	42		131.26	21.88	109.38	RECAM The Neuroverse Hub - Hall Hire -
02/05/25	CTC827	43		31.25	5.21	26.04	RECAM Mindsong - Sing 2 Remember - Hall Hire -
02/05/25	CTC828	44		43.75	7.29	36.46	RECAM Gloucestershire Health and Care NHS FT - Hall Hire
02/05/25	CTC829	45		31.25	5.21	26.04	RECAM SP3 - SP3 talk
02/05/25	CTC830	46		52.50	8.75	43.75	RECAM Jenni Black - Hall Hire
02/05/25	CTC831	47		50.00	8.33	41.67	RECAM Knit and Natter - May Hall Hire
02/05/25	CTC832	48		31.25	5.21	26.04	RECAM SP3 - SP3 talk