

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 16 July 2024 commencing at 10.00am at The Pavilion in the Park, Victory Park.

Present: Councillors    C Fewster  
                                   A Cross  
                                   G Lindsay  
                                   C White

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

Apologies                D Dale  
                                   D Balster

**FSP39/24**            To receive apologies  
 Apologies were received as above

**FSP40/24**            To approve the minutes of the last meeting of the Committee  
 The minutes of the last meeting (18 June 2024) were approved and duly signed by Councillor Fewster.

**FSP41/24**            To receive any declarations of interest  
 None received

**FSP42/24**            To receive any representations from member of the public  
 None present

### **Finance & Policy Matters**

**FSP43/24**            To verify and sign the bank reconciliation and original bank Statement for June  
 The bank statements and reconciliations were scrutinised, approved and duly signed.

**FSP44/24**            To receive the financial report and consider expenditure in line with the budget  
 The Financial Report was considered and duly approved.

**FSP45/24**            To approve and note invoiced income and expenditure transactions from the 7 June -9 July 2024  
 The income was noted, and the expenditure approved for payment. Due to the urgent nature of a few payments, they were approved retrospectively.

**FSP46/24**            To consider an advertising policy  
 The advertising policy was agreed. Members considered the advertising of businesses using the hall and agreed it would be fine to put up posters subject to space. Councillor White suggested that a notice board could be purchased for business use to be placed on the Pavilion.  
 The Clerk will look at costs.

### **Staffing**

**FSP47/24** To consider the Administrators position and approve a permanent contract and salary

It was resolved to offer the Administration Assistant a permanent position and extend her role to cover Biodiversity and Green energy. Her new title will be Administration and Biodiversity Officer.  
See private minutes.

**FSP48/24** To receive an update regarding staff work patterns

The Assistant Clerk reported that some adjustments had been made for the Project Officer to aid her in her role.

**FSP49/24** To confirm the date and time of the next meeting

The next meeting is scheduled for 6 August 2024.

Signed

Dated

**Invoiced Expenditure Transactions**

Invoices with a ledger date on or after 07/06/24 and on or before 09/07/24

Start of year 01/04/24

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Ctee (£)	Supplier Invoice	Details
07/06/24	2021	24/06/24	9.88	1.66	8.32	RECAM GB430SXGABEI	Amazon - Edging tool
07/06/24	2024	24/06/24	36.89	6.15	30.74	RECAM GB13535735-202	Amazon - Stainless steel cable ties and metal tie wrap gun
07/06/24	2025	24/06/24	15.66	2.61	13.05	FSP GB-113567563-2024	Amazon - Black cable ties
07/06/24	2027	24/06/24	21.00	0.00	21.00	RECAM 1518722	Stroud District Council - TENS for event
08/06/24	1987		650.00	0.00	650.00	RECAM 000546	My Village Handyman - Repairs to fencing at OEII Field
10/06/24	1990		12,474.00	2,079.00	10,395.00	RECAM 42262	Tree Maintenance - Tree works to Victory Park
10/06/24	1991		790.00	0.00	790.00	RECAM ST Council	Trinity Windows - Supply and install 5 replacement perspex panels at Lake at
10/06/24	2006	10/06/24	375.56	0.00	375.56	FSP June	Nest Pensions - Nest Pension June 2024
10/06/24	2008	24/06/24	3.00	0.00	3.00	FSP June	Lloyds Bank - Monthly Debit Card Fee
11/06/24	1994	26/06/24	132.00	22.00	110.00	RECAM 1591	Passion First Aid - Summer Event First Aid Services
14/06/24	1989		110.00	0.00	110.00	RECAM 20	Shaun Moore - Renewal of stop tap and hose union tap
14/06/24	1992	26/06/24	372.72	62.12	310.60	FSP 00625/0057664	PEAC (UK) Ltd - June Phone Lease Rental
14/06/24	1993	29/06/24	35.81	5.97	29.84	FSP FT0008138	Fibre Telecoms - Call charges to 31/05/24
14/06/24	1996		180.00	0.00	180.00	RECAM 1482024	Haydn Sutton Gardening & Landscaping - Replanting and maintenance of We
17/06/24	2007	17/06/24	-250.00	-41.67	-208.33	FSP June	PEAC (UK) Ltd - Rebate as agreed with contract
19/06/24	1999		743.37	106.32	637.05	RECAM 75435656	Opus Energy Ltd - Electricity Supply
20/06/24	1988		536.54	88.42	447.12	RECAM 830	J.A.K.K. Security & Facilities Management Ltd - Open Spaces Security - June
20/06/24	2003	28/06/24	112.80	18.80	94.00	FSP CT0103812	Citation Limited - HR Workplace
20/06/24	2004	20/06/24	10,080.46	0.00	10,080.46	FSP June	Staff Salaries - Salaries June 2024
20/06/24	2005	20/06/24	2,032.53	0.00	2,032.53	FSP June	Gloucestershire County Council - LGPS Pensions June
24/06/24	2014	24/06/24	61.47	10.23	51.24	FSP June	Tesco Mobile Ltd - June
28/06/24	1997	28/06/24	0.30	0.00	0.30	FSP June	Ulthy Trust Bank - Charges to cash
30/06/24	2001		475.20	79.20	396.00	RECAM 1928	All Done and Distel Commercial Ltd - Pavilion Cleaning June 2024
01/07/24	2002		47.21	7.87	39.34	FULL 10551205	Fuel Genie Business Account Workline IT Services UK Ltd - Fuel 01/06/24 - 3
01/07/24	2009		54.17	9.03	45.14	FSP 027707	7 Office Supplies - Stationery
03/07/24	2008		450.00	0.00	450.00	RECAM 2024/02	Forest of Dean Brass Band - Summer event at Victory Park Sunday 30th June

## Invoiced Income Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 07/06/24 and on or before 09/07/24

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
19/06/24		912	21/06/24	493.00	0.00	493.00	FSP - National Lottery - National Lottery Grant Funding Staff
20/06/24	CTC605	911	20/06/24	-62.50	-10.42	-52.08	RECAM - Cathryn Freeman - Conita 746; Hall Hire Sunday 3rd December
30/06/24	June	924	30/06/24	396.65	0.00	396.65	FSP - Unity Trust Bank - Interest quarter1
03/07/24	CTC634	913	03/07/24	50.00	8.33	41.67	RECAM - Mindsong - Sing 2 Remember - Hall Hire -
03/07/24	CTC636	914		20.00	3.33	16.67	RECAM - Clencester & Stroud Branch Parkinson's UK - Hall hire - Wednesday 9th
03/07/24	CTC635	915		40.00	6.67	33.33	RECAM - Tina Pipe - Childminder Group - Hall Hire -
03/07/24	CTC633	916	03/07/24	281.26	46.88	234.38	RECAM - Kumon Maths - Karen Maggs - Hall Hire - 3.30-6pm on;
03/07/24	CTC632	917		131.26	21.88	109.38	RECAM - Michael Edwards - Hatha Yoga - Hall Hire;
03/07/24	CTC631	918		650.00	108.33	541.67	RECAM - Seventh Day Adventist Group - Weekly hire of the Pavilion Hall from Sat
03/07/24	CTC630	919		320.00	53.33	266.67	RECAM - Tash Neely - The Calm Club - Hall Hire -
03/07/24	CTC629	920		25.00	4.17	20.83	RECAM - Wednesday Wives - Hall Hire 3rd July 2024
03/07/24	CTC637	921		30.00	5.00	25.00	RECAM - Brimscombe & Thrupp WI - Pavilion Hall Hire - Tuesday 9th July 19:00 -
03/07/24	CTC638	922	03/07/24	25.00	4.17	20.83	RECAM - All Sorts Gloucestershire - Friday 12th July - 12.2.30pm
03/07/24	CTC639	923		40.00	6.67	33.33	RECAM - Wild Stroud - Hall hire -
<b>Total</b>				<b>2,439.67</b>	<b>258.34</b>	<b>2,181.33</b>	

It was resolved to offer Carrie Marshall-Couling a permanent position as Administration and Biodiversity Officer. This will be worked over a 4-day week (24 hours) with a salary of Scale point 16. It was resolved due to her experience that her salary will be reviewed in six months.