

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on Tuesday 16th May 2023, commencing at 11.00am at The Pavilion in the Park, Victory Park.

Present: Councillors C Fewster (Chair)
 A Cross
 D Dale
 C Stanley
 C White

In Attendance: Jeni Marshall (Town Clerk)
 Vicki Cleverley (Finance Assistant)

FSP10/23 To receive apologies
 None received

FSP11/23 To approve the minutes of the last meeting of the Committee
 The minutes of the last meeting were approved and duly signed

FSP12/23 To receive any declarations of interest
 None received

FSP13/23 To receive any representations from member of the public
 None present

Finance matters

FSP14/23 To verify and sign the bank reconciliation and original bank Statements
 The bank statement and reconciliation for April was noted, approved and duly signed

FSP15/23 To receive the financial report and consider expenditure and income in line with the budget
 The financial report was approved and noted

FSP16/23 To note and approve income and expenditure transactions from 6 April – 9 May
 Income and expenditure transactions were approved and noted

FSP17/23 To gain approval for the SLCC Booking – Day summit Legalities and Law 24 May
 Members considered the request and agreed this would be beneficial. The request was approved.

FSP18/23 To note the pause in cash payments at the Post Office between 15 July and the end of August and agree actions
 Due to issues with Unity Trust and the Post Office with cash payments from 15 July to the end of August it was agreed to keep cash payments locked and secured until normal service resumes as the nearest branch of National Westminster where payments can also be made is in Gloucester

FSP19/23 Consider and comment on internal audit
 It was agreed to recommend to Full Council to write a formal complaint to GAPTC regarding the current process and the guidelines given to auditors. Much of the report seemed to be an opinion of the auditor and irrelevant to the actual questions on the audit sheet. They also raised concerns that comments were not in line with our Financial Regulations. The assertion regarding the Exercise of Public Rights also questioned and although the wrong form was uploaded to the website, it clearly stated the relevant details and the correct form was distributed round 13 notice boards.

FSP20/23

To confirm the date and time of the next meeting

The next meeting of the committee will be held on Tuesday 13th June 2023
at 11.00am

Signed

Dated

Invoiced Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 06/04/23 and on or before 09/05/23

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Ctee (£)	Supplier Invoice	Details
07/04/23	1355	20/04/23	12.77	1.33	11.44	PHAR 1791116	Water Plus - Cashes Green Allotments Water 23/03/23-06/04/23
12/04/23	1367	20/04/23	360.00	0.00	360.00	FULL 7743	GAPTC - Internal audit service
12/04/23	1371	20/04/23	64.40	0.00	64.40	FSP 22/0973PPS	PATA (UK) - April Payroll
13/04/23	1353	20/04/23	8,218.06	0.00	8,218.06	FSP April	Staff Salaries - April Salaries
13/04/23	1366		168.00	28.00	140.00	FSP 36862	Edge IT Systems Ltd - End of Year Support - Silver Package
17/04/23	1364		9,885.20	0.00	9,885.20	FULL PW50585	Publics Works Loan Board - Repayment
17/04/23	1368		10.74	0.51	10.23	PHAR 73937726	Opus Energy Ltd - Victory Park Footpath Lighting 16/2 - 16/4
17/04/23	1369		4.05	0.19	3.86	PHAR 73937713	Opus Energy Ltd - Victory Park Footpath Lighting 16/3 - 16/4
17/04/23	1370		1,041.58	173.60	867.98	PHAR 73934366	Opus Energy Ltd - Victory Park 16/3-16/4
24/04/23	1375		871.20	145.20	726.00	PHAR EA37327	Earth Anchors - Green Ranger Seal for Elm Road
24/04/23	1377	19/04/23	263.26	0.00	263.26	FSP April	Nest Pensions - Pensions for period 06 March - 05 April
24/04/23	1378		1,920.46	0.00	1,920.46	FSP April	Gloucestershire County Council - April pensions
25/04/23	1379		31.25	5.21	26.04	PHAR CTC355	Roksana Skwarek - Refund of hall booking due to access issues
25/04/23	1380	25/04/23	22.45	0.00	22.45	PHAR March	Aldi Stores - Community Café
30/04/23	1387		227.70	37.95	189.75	PHAR	Smith's (Gloucester) Ltd - Lockable Bin
02/05/23	1381		152.45	7.26	145.19	PHAR 0023	Southern Electric - Cainscross Toilets
02/05/23	1382	28/04/23	149.58	24.93	124.65	FSP 773283	Onecom Ltd - Phone & Broadband
02/05/23	1383		71.88	11.98	59.90	FSP IN-024851	7 Office Supplies - Office Paper
02/05/23	1384		469.80	78.30	391.50	PHAR	J.A.K. Security & Facilities Management Ltd - Security for open spaces
02/05/23	1385	24/04/23	61.47	10.24	51.23	FSP 134170258353	Tesco Mobile Ltd - Mobile Phone
05/05/23	1386		11.10	0.00	11.10	PHAR 02044353	Water Plus - Surface Water/Highway Drainage
05/05/23	1388		540.00	90.00	450.00	PHAR	Playsafely Ltd - Annual Inspection. Ashway Park, Victory Park, Elm Road
09/05/23	1389		1,228.80	204.80	1,024.00	PHAR	Earth Anchors - Ranger Seat 1.8m, Bolt Down Blue 5010 & Kit for Bolting Dow
09/05/23	1390		100.00	16.67	83.33	PHAR	Golden Valley Stump Removal - Victory Park Play Area
09/05/23	1391		72.00	12.00	60.00	FSP	SLCC - Membership
09/05/23	1392		82.80	13.80	69.00	PHAR	Down To Earth Gloucestershire CIC - Pete - Maintenance of Cashes Green All

11/05/23 09:50 AM Vs: 8.85.04

Cainscross Town Council

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Invoiced Expenditure Transactions

Invoices with a ledger date on or after 06/04/23 and on or before 09/05/23

Invoice date	Tr no	Paid date	Gross (£)	Vat (£)	Net Ctee (£)	Supplier Invoice	Details
09/05/23	1393		600.00	0.00	600.00	FULL	The Life Bus CIC (Tom Hoskins) - Grant payment for life coach sessions
Total			26,641.00	861.97	25,779.03		

Invoiced Income Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 06/04/23 and on or before 09/05/23

Invoice date	Invoice no.	Trn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
06/04/23	CTC374	559	17/04/23	1,100.00	0.00	1,100.00 PHAR	Victory Park Bowls Club - Fees for 2023 - 2024
06/04/23	CTC375	560	18/04/23	520.00	86.67	433.33 PHAR	Seventh Day Adventist Group - Weekly hire of the Pavilion Hall Sat 01/0
06/04/23	CTC376	561	25/04/23	40.00	6.67	33.33 PHAR	Laura Bell - Pavilion Hall Hire April 18th & 25th 9.30 - 11.30
06/04/23	CTC377	562	27/04/23	40.00	6.67	33.33 PHAR	Nadia George - Pavilion Hall Hire April 20th & 27th 9.30 - 11.30
06/04/23	CTC378	563	14/04/23	25.00	4.17	20.83 PHAR	Wednesday Wives - Pavilion Hall Hire Wednesday 5th April 2023 10- 12.
06/04/23	CTC379	564		30.00	5.00	25.00 PHAR	Brinscombe & Thrupp WI - Pavilion Hall Hire - Tuesday 11th April 19:00
06/04/23	CTC380	565/2	18/04/23	140.23	0.00	140.23 PHAR	Ebley Allotments - Water - Ebley
06/04/23	CTC380	565/1	18/04/23	470.00	0.00	470.00 PHAR	Ebley Allotments - Allotment Rent - Ebley
06/04/23	CTC381	566/2	17/04/23	470.00	0.00	470.00 PHAR	Cainscross Allotments - Allotment Rent - Cainscross
06/04/23	CTC381	566/1	17/04/23	140.23	0.00	140.23 PHAR	Cainscross Allotments - Water - Cainscross
06/04/23	CTC382	567	19/04/23	460.00	0.00	460.00 PHAR	Cashes Green & Appplewood Organic & Wildlife Allotment Association - C
06/04/23	CTC383	568/1	13/04/23	25.12	0.00	25.12 PHAR	Cashes Green & Appplewood Organic & Wildlife Allotment Association - C
06/04/23	CTC383	568/2	13/04/23	25.13	0.00	25.13 PHAR	Cashes Green & Appplewood Organic & Wildlife Allotment Association - C
06/04/23	CTC383	568/3	13/04/23	23.91	0.00	23.91 PHAR	Cashes Green & Appplewood Organic & Wildlife Allotment Association - C
06/04/23	CTC379	576		-30.00	-5.00	-25.00 PHAR	Brinscombe & Thrupp WI - Credit transaction 564
12/04/23	CTC384	569		80.00	13.33	66.67 PHAR	Green Square Accord - Wednesday 12th April - Hall Hire 3.30pm - 7.30p
13/04/23	CTC385	570		60.00	10.00	50.00 PHAR	Siobhan Bailie MP - Pavilion Hall Hire - MP Surgery 04/04/23 10.00 - 13
13/04/23	CTC386	571	17/04/23	25.00	4.17	20.83 PHAR	Stroud Valleys Cycling Group UK - Pavilion Hall Hire - SVCC Meeting Sa
13/04/23	CTC387	572	25/04/23	50.00	8.33	41.67 PHAR	Ezrne Harding - Pavilion Hall Hire - 30/04/23 12:30 - 16:30
13/04/23	CTC388	573	27/04/23	40.00	6.67	33.33 PHAR	Linda Mayo - Pavilion Hall Hire - Sun 07/05/23 11:30 - 15:30
13/04/23	CTC389	574	20/05/23	50.00	8.33	41.67 PHAR	Jasna Du Val - Pavilion Hall Hire Sun 14/05/23 11:00 - 15:00
13/04/23	CTC390	575		43.75	7.29	36.46 PHAR	Lorraine Pengilly - Pavilion Hall Hire Sat 27/5/23 14:30 - 18:00
20/04/23	CTC389	577	20/05/23	-50.00	-8.33	-41.67 PHAR	Jasna Du Val - Credit transaction 574
21/04/23	CTC391	578	25/04/23	30.00	0.00	30.00 PHAR	Stroud Eagles YFC - April matches x 3
21/04/23	CTC392	579	24/04/23	163.20	27.20	136.00 PHAR	Rodborough Old Boys - Games played April 22 /25

Invoiced Income Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 06/04/23 and on or before 09/05/23

5425

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
24/04/23	CTC393	580		36.00	6.00	30.00 PHAR	HFT - Pavilion Hall Hire 11 April 2023 - Safeguarding training
25/04/23	CTC376	581	25/04/23	-40.00	-6.67	-33.33 PHAR	Laura Bell - Contra 561, Pavilion Hall Hire April 18th & 25th 9.30 - 11.30
25/04/23	CTC394	582		20.00	3.33	16.67 PHAR	Laura Bell - Hall Hire 18th April
26/04/23	CTC395	583		80.00	13.33	66.67 PHAR	Stroud Bridge Club - Hall hire for Wednesday 24th May and Wednesday 6
27/04/23		584	27/04/23	75.00	0.00	75.00 PHAR	Community Café - April donations
27/04/23		585	27/04/23	25.00	0.00	25.00 PHAR	Quiz Event - Donations
27/04/23		586	27/04/23	150,546.00	0.00	150,546.00 PHAR	Stroud District Council - First Half - Precept 23/24
27/04/23	Grant	591	21/04/23	4,000.00	0.00	4,000.00 PHAR	Gloucester Community Funders - Grant for bike ramps project
02/05/23		587	25/04/23	4.00	0.00	4.00 PHAR	Stroud District Council - Severn Lottery
02/05/23	CTC396	588		40.00	6.67	33.33 PHAR	Laura Bell - Hall Hire 2nd & 16th of May 2023
02/05/23	CTC397	589		25.00	4.17	20.83 PHAR	Wednesday Wives - Pavilion Hall Hire Wednesday 3rd May 2023 - 7-9.3
02/05/23		590		0.00	0.00	0.00	- Contra 0,
03/05/23	CTC398	592		35.00	5.83	29.17 PHAR	Stroud Bridge Club - Hall hire for Wednesday 4th May 1.30-5pm
04/05/23	CTC399	593		40.00	6.67	33.33 PHAR	Gloucestershire YST - Hall Booking Wednesday 17th May 9.30-1.30pm
04/05/23	CTC400	594		30.00	5.00	25.00 PHAR	All Sorts Gloucestershire - Hall Hire - 12th May 2023 - 11.30am-2.30pm
04/05/23	CTC401	595		30.00	5.00	25.00 PHAR	Brinscombe & Thrupp WI - Pavilion Hall Hire - Tuesday 9th May 19:00 -
04/05/23	CTC402	596		20.83	0.00	20.83 PHAR	Cainscross and Rodborough Labour Party - Hall Hire 17th June - 3.30pm
04/05/23	CTC403	597		70.00	11.67	58.33 PHAR	Stroud Bridge Club - Hall hire for Wednesday 14th & 25th of May 1.30-5p
05/05/23	CTC404	598		250.00	41.67	208.33 PHAR	Cainscross RFC - Car Boot Sale on 1st May and 29th May 2023
05/05/23	CTC405	599		37.50	6.25	31.25 PHAR	Nadia George - Hall Booking - Saturday 3rd June 2.00pm - 5.00pm
05/05/23	CTC406	600		80.00	13.33	66.67 PHAR	Nadia George - Toddler Group 4th May, 11th May, 18th May and 25th M
09/05/23	CTC408	602		125.00	0.00	125.00 PHAR	Randwick Scout Troop - August 28th Car Boot
09/05/23	CTC409	603		20.00	3.33	16.67 PHAR	Seventh Day Adventist Group - Additional Two Hours on 13th May
Total				159,520.90	306.75	159,214.15	