

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 15 August 2023 commencing at 11.00am at The Pavilion in the Park, Victory Park.

Present: Councillors A Cross
D Dale
L Stinchcombe
C White

In Attendance: Jeni Marshall (Clerk)
Vicki Cleverley (Admin Assistant)

Apologies C Fewster
C Stanley

FSP45/23 To receive apologies
Apologies were received as above

FSP46/23 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting were approved and duly signed

FSP47/23 To receive any declarations of interest
None received

FSP48/23 To receive any representations from member of the public
None present

Finance matters

FSP49/23 To verify and sign the bank reconciliation and original bank Statements
The bank statements and reconciliations for August were approved and duly signed

FSP50/23 To note changes to the Nationwide accounts
The changes were noted

FSP51/23 To receive the financial report and consider expenditure in line with the budget
The financial report was approved and noted

FSP52/23 To note and approve income and expenditure transactions from 26 July – 8 August 2023
The Income and expenditure transactions were approved and noted

FSP53/23 To consider and arrange staff appraisals
Staff appraisals were discussed and arranged for 3rd October and 5th October with two councillors in attendance on each of the days

FSP54/23 To confirm the date and time of the next meeting
The next meeting is scheduled for 12 September 2023

Signed

Dated

Invoiced Income Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 26/07/23 and on or before 08/08/23

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
28/07/23	CTC445	643	31/07/23	50.00	8.33	41.67 PHAR	Catherine Ind - Hall Hire - Saturday 29th July - 2pm-6pm
01/08/23	CTC446	644		25.00	4.17	20.83 PHAR	All Sorts Gloucestershire - Friday 4th August - 12-2.30pm
01/08/23	CTC447	645		30.00	5.00	25.00 PHAR	Brimcombe & Thrupp WI - Pavilion Hall Hire - Tuesday 8th August 19:0
01/08/23	CTC448	646		375.00	62.50	312.50 PHAR	Marie Stimson-Machers - Film Making Workshops
07/08/23	July	648	17/07/23	4.00	0.00	4.00 PHAR	Stroud District Council - Severn Lottery Donation
07/08/23	CTC449	649		10.00	1.67	8.33 PHAR	Emma Thome - Community Market - Music and More 13th August 2023
07/08/23	CTC450	650		10.00	1.67	8.33 PHAR	Shannon Kitchener - Community Market - Music and More 13th August 2
07/08/23	CTC451	651		10.00	1.67	8.33 PHAR	Carole Jewell - Community Market - Music and More 13th August 2023
07/08/23	CTC453	652		10.00	1.67	8.33 PHAR	Carol Dyer - Community Market - Music and More 13th August 2023
07/08/23	CTC452	653		10.00	1.67	8.33 PHAR	Lauren Fields - Community Market - Music and More 13th August 2023
07/08/23	CTC454	654		10.00	1.67	8.33 PHAR	Brimcombe & Thrupp WI - Community Market - Music and More 13th A
07/08/23	CTC455	655		10.00	1.67	8.33 PHAR	Jordan Lore - Community Market - Music and More 13th August 2023
07/08/23	CTC456	656		10.00	1.67	8.33 PHAR	Mary Watkins - Community Market - Music and More 13th August 2023
07/08/23	CTC457	657		10.00	1.67	8.33 PHAR	Emily Forgiore - Community Market - Music and More 13th August 2023
Total				574.00	95.03	478.97	

Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 26/07/23 and on or before 08/08/23

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details	Payment Reference	Accrual Heading
1500	£11,743.68	£1,957.28	£9,786.40	03/08/23	Proidic	Remainder of payment	<input type="checkbox"/> 220/5
1506	£168.18	£0.00	£168.18	30/07/23	Water Plus	Water supply	<input type="checkbox"/> 240/2
1507	£47.31	£7.88	£39.43	01/08/23	Fuel Genie Business Account Worlwide IT Services UK Ltd	Fuel 1 July - 31 July 2023	<input type="checkbox"/> 330/1
1508	£48.43	£0.00	£48.43	30/07/23	Liane James	Replayment for Playground Opening Food and ribbon	<input type="checkbox"/> 221
1509	£513.12	£85.52	£427.60	27/07/23	GB Sport & Leisure	Aerial Runway Service	<input type="checkbox"/> 260/4
1512	£40.00	£0.00	£40.00	07/08/23	Kate Foster	Pleace Garden Maintenance June & July 2023	<input type="checkbox"/> 220/7
1513/1	£900.00	£150.00	£750.00		T W Hawkins & Sons	Grass cutting	<input type="checkbox"/> 220/1
1513/2	£900.00	£150.00	£750.00		T W Hawkins & Sons	Grass Cutting	<input type="checkbox"/> 250/1
1513/3	£900.00	£150.00	£750.00		T W Hawkins & Sons	Grass Cutting	<input type="checkbox"/> 260/1
1513/4	£200.00	£33.33	£166.67		T W Hawkins & Sons	Grass Cutting	<input type="checkbox"/> 280/1
1513/5	£250.00	£41.67	£208.33		T W Hawkins & Sons	Grass Cutting	<input type="checkbox"/> 270/1
1513	£3,150.00	£525.00	£2,625.00	01/08/23	T W Hawkins & Sons	Contract mowing July, August & September	<input type="checkbox"/> 220/1
1514	£25.00	£0.00	£25.00	07/08/23	Jenifer Marshall	Recliam t carpet shampoo costs for Cllr Fewster	<input type="checkbox"/> 230/5
1515	£129.90	£21.65	£108.25	29/07/23	Canva Pro	Digital design programme	<input type="checkbox"/> 320/5
1516	£261.00	£43.50	£217.50	07/08/23	J.A.K.K. Security & Facilities Management Ltd	Supply of Community Patrol Officers 12/23/28/29/30 July	<input type="checkbox"/> 305
1517	£72.00	£12.00	£60.00	28/07/23	Society Of Local Council Clerks	Themed Summit Finance	<input type="checkbox"/> 310/5
1519	£162.00	£27.00	£135.00	31/07/23	All Done and Dusted Commercial Ltd	3 x cleans 24/28/31 July	<input type="checkbox"/> 230/5
1520	£41.99	£7.00	£34.99	01/08/23	Cloudy IT Ltd	Web Hosting August	<input type="checkbox"/> 310/1

Signature

Signature

Date

Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 26/07/23 and on or before 08/08/23

Tn no	Gross	Vat	Net Ctee	Invoiced Date	Details	Payment Reference	Accrual	Heading
1523	£210.47	£35.08	£175.39 FULL	07/08/23	Autocrfts Services Ltd	Oil and filler change	<input type="checkbox"/>	330/1
1524	£10.00	£1.67	£8.33 PHAR	08/08/23	Carich Care	Refund of stallholder payment from cancelled event 13/08	<input type="checkbox"/>	221
1528	£2,411.08	£0.00	£2,411.08 FSP	08/08/23	HMRC	Period 6 August - 5 September	<input type="checkbox"/>	310/4
1529	£49.40	£0.00	£49.40 FSP	08/08/23	PATA (UK)	August Payroll	<input type="checkbox"/>	310/4
1530	£744.00	£0.00	£744.00 FULL	08/08/23	Wheatley Printers Ltd	Printing of Fourwards Newsletter	<input type="checkbox"/>	320/5
1531/1	£40.20	£6.70	£33.50 PHAR		Smith's (Gloucester) Ltd	Trade Waste	<input type="checkbox"/>	250/6
1531/2	£80.40	£13.40	£67.00 PHAR		Smith's (Gloucester) Ltd	Trade Waste	<input type="checkbox"/>	260/9
1531/3	£127.20	£21.20	£106.00 PHAR		Smith's (Gloucester) Ltd	Trade Waste	<input type="checkbox"/>	220/8
1531	£247.80	£41.30	£206.50	31/07/23	Smith's (Gloucester) Ltd	Trade Waste	<input type="checkbox"/>	250/6
1532	£11.47	£0.00	£11.47 PHAR	03/08/23	Water Plus	Used water and Surface water drainage	<input type="checkbox"/>	240/2
Total	£20,086.83	£2,764.88	£17,321.95					

Signature _____

Date _____

Signature _____

08/08/23 02:48 PM Vs: 8.88.01

Cainscross Town Council