

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 12 September 2023 commencing at 11.00am at The Pavilion in the Park, Victory Park.

Present: Councillors C Fewster
 C Stanley
 L Stinchcombe
 C White
 D Dale

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

Apologies A Cross

FSP55/23 To receive apologies
 Apologies were received as above

FSP56/23 To approve the minutes of the last meeting of the Committee
 The minutes of the last meeting were approved and duly signed

FSP57/23 To receive any declarations of interest
 None received

FSP58/23 To receive any representations from member of the public
 None present

Finance matters

FSP59/23 To verify and sign the bank reconciliation and original bank Statements
 The bank statements and reconciliations for August were approved and duly signed

FSP60/23 To receive the financial report and consider expenditure and income in line with the budget
 The financial report was approved and noted

FSP61/23 To note and approve income and expenditure transactions from 9 August to 5 September 2023
 The Income and expenditure transactions were approved and noted

FSP62/23 To note the increase in the Nationwide Business Saver interest rate
 The increase was discussed and noted

FSP63/23 To confirm the date and time of the next meeting
 The next meeting is scheduled for 10 October 2023

Signed

Dated

Invoiced Income Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 09/08/23 and on or before 05/09/23

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
09/08/23	CTC453	658	08/08/23	-10.00	-1.67	-8.33 PHAR	Carol Dyer - Credit transaction 652
09/08/23	CTC450	659	08/08/23	-10.00	-1.67	-8.33 PHAR	Shannon Kitchener - Credit transaction 650
09/08/23	CTC449	660	08/08/23	-10.00	-1.67	-8.33 PHAR	Emma Thorne - Credit transaction 649
09/08/23	CTC451	661	08/08/23	-10.00	-1.67	-8.33 PHAR	Carole Jewell - Credit transaction 651
09/08/23	CTC452	662	08/08/23	-10.00	-1.67	-8.33 PHAR	Lauren Fields - Credit transaction 653
09/08/23	CTC454	663	08/08/23	-10.00	-1.67	-8.33 PHAR	Brimscombe & Thrupp WI - Credit transaction 654
09/08/23	CTC455	664	08/08/23	-10.00	-1.67	-8.33 PHAR	Jordan Lore - Credit transaction 655
09/08/23	CTC456	665	08/08/23	-10.00	-1.67	-8.33 PHAR	Mary Watkins - Credit transaction 656
09/08/23	CTC457	666	08/08/23	-10.00	-1.67	-8.33 PHAR	Emily Forgione - Credit transaction 657
09/08/23	CTC447	667	08/08/23	-30.00	-5.00	-25.00 PHAR	Brimscombe & Thrupp WI - Credit transaction 645
09/08/23	CTC458	681	09/08/23	6,090.35	0.00	6,090.35 PHAR	Alison Selway - Donation towards bike pump track in Victory Park.
14/08/23	CTC459	680		50.00	8.33	41.67 PHAR	Jessica Farrugia - Hall hire for birthday disco 18/11/12
18/08/23	CTC460	668	18/08/23	40.00	6.67	33.33 PHAR	Stroud Bridge Club - Hire of Pavilion Hall 23/08/23 18.30 - 22.30
18/08/23	CTC461	670	18/08/23	980.00	163.33	816.67 PHAR	Stroud United Football Club - Season 2023/24 Match Fees
18/08/23	CTC461	675	18/08/23	-980.00	-163.33	-816.67 PHAR	Stroud United Football Club - Contra (part receipt) for tn 670, Season 20
18/08/23	CTC461	676	18/08/23	200.00	33.33	166.67 PHAR	Stroud United Football Club - Part receipt, tn 670 - Agreed to be paid in p
18/08/23	CTC461	677		780.00	130.00	650.00 PHAR	Stroud United Football Club - Balance due, tn 670 - Season 2023/24 Mat
23/08/23	CTC402	671	23/08/23	-20.83	0.00	-20.83 PHAR	Cainscross and Rodborough Labour Party - Credit transaction 596
23/08/23	CTC417	672	23/08/23	-81.25	-13.54	-67.71 PHAR	Beverley Evans - Credit transaction 612
23/08/23	CTC414	673	23/08/23	-50.00	-8.33	-41.67 PHAR	Georgina Jenkins - Contra 611, Hall Hire Sunday 16th July 23
23/08/23	CTC462	674		40.00	6.67	33.33 PHAR	Elisabeth Hanchet - Founwards Advert x4 Issues
24/08/23	CTC464	678		20.00	3.33	16.67 PHAR	All Sorts Gloucestershire - Hall Hire - 6th September - 2.30pm-4.30pm
24/08/23	CTC463	679		25.00	4.17	20.83 PHAR	Ebley Allotments - Hall Hire 7-9.30pm
24/08/23	CTC466	682	29/08/23	25.00	4.17	20.83 PHAR	Greenaways Estate Residential Social - Greenaways Residents' Meetup
24/08/23	CTC467	683		25.00	4.17	20.83 PHAR	Jason Spinney - Hall Hire 12th September - 1.30-4pm

Invoiced Income Transactions

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Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
24/08/23	CTC468	684		25.00	4.17	20.83 PHAR	Wednesday Wives - Hall Hire 06/09/23 7-9.30pm
24/08/23	CTC469	687		20.00	3.33	16.67 PHAR	Relaxing Therapies - 2x Advert in Fourwards
04/09/23	AUGUST	688	23/08/23	200.00	0.00	200.00 PHAR	Sarah Bennett - Donation to Peace Garden from family of Eugene Benne
Total				7,268.27	166.44	7,101.83	

Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or before 11/09/23

Tn no	Gross	Vat	Net Cttee	Invoiced Details Date	Payment Reference	Accrual Heading
1376/1	-£240.00	-£40.00	-£200.00 PHAR	Mark Pollard Heating & Plumbing	Call out 1st March to investigate no heat from air source unit - Diverter failed	230/5
1376/2	-£2,838.00	-£473.00	-£2,365.00 PHAR	Mark Pollard Heating & Plumbing	To replace immersions as per quote 09.06.22	230/5
1376	-£3,078.00	-£513.00	-£2,565.00	Mark Pollard Heating & Plumbing	Contra 968,	230/5
1450	£561.00	£93.50	£467.50 PHAR	Stroud Alarms	Fire Alarm Service - new isolation switch, diagrammatic Zone Plan , Documen tbox and Fire Alarm Log Book	230/5
1534	£440.00	£73.33	£366.67 PHAR	M J Harris	High Pressure Water Jetting of Car Park	290/5
1535	£42.00	£7.00	£35.00 PHAR	M J Harris	Call out charges for Drain Jetting	290/5
1536	£1,431.90	£238.65	£1,193.25 PHAR	Tree Maintenance	Tree works in Church Road Car park as per quote of 26/06/23	290/5
1537	£756.00	£126.00	£630.00 FULL	PKF Littlejohn LLP	Limited Assurance Review of AGAR	320/2
1539	£4,509.65	£0.00	£4,509.65 FULL	Zurich Insurance Plc	Insurance 15/10/23 - 14/10/23	320/1
1540	£24.67	£4.11	£20.56 PHAR	7 Office Supplies	Toilet rolls and blutac	230/5
1541	£121.32	£20.22	£101.10 FSP	Konica Minolta Business Solutions (UK) Ltd	Photocopier rental 18/08/23 - 15/11/23	310/1
1542	£56.82	£9.47	£47.35 FSP	Konica Minolta Business Solutions (UK) Ltd	Copy and Print costs 16/05/23 - 15/08/23	310/1
1545	£13.49	£2.25	£11.24 PHAR	Trade UK	Scrub and Clean Wipes	290/3
1547	£45.00	£0.00	£45.00 FSP	PCProp.Com	Reconfigure Edge to open PDF, system file check & file system cleanup	310/7

Signature

Signature

Date

Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or before 11/09/23

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Invoiced Details	Payment Reference	Accrual Heading
1548	£45.00	£0.00	£45.00 FSP	12/07/23	PCProp.Com	Troubleshoot scanner, Reset Sharepoint and network	310/7
1549	£45.00	£0.00	£45.00 FSP	31/08/23	PCProp.Com	Setup Chromecast to connect to new router	310/7
1550	£53.16	£8.86	£44.30 FSP	19/07/23	Impro Commercial Ltd	Workwear	310/3
1551	£205.63	£0.00	£205.63 PHAR	30/08/23	Water Plus	Water Supply	240/2
1552	£626.40	£104.40	£522.00 PHAR	29/08/23	J.A.K.K. Security & Facilities Management Ltd	36 hours of Community Officers - August 2023	305
1553	£11.47	£0.00	£11.47 PHAR	03/08/23	Water Plus	Used water charges	240/2
1554	£378.00	£63.00	£315.00 PHAR	31/08/23	All Done and Dusted Commercial Ltd	Pavilion Cleaning August	230/5
1555	£48.82	£8.14	£40.68 FULL	01/09/23	Fuel Genie Business Account Worldline IT Services UK Ltd	Fuel 01/08/23 to 31/08/23	330/1
1556	£41.99	£7.00	£34.99 FSP	01/09/23	Cloudy IT Ltd	Web Hosting Package	310/7
1569	£820.80	£136.80	£684.00 PHAR	01/09/23	Earth Anchors	Ranger Seat and anchor kit / shear nuts	220/3
1570	£39.90	£0.00	£39.90 FSP	03/09/23	Unity Trust Bank	Transactions and debit interest	310/2
1571	£39.60	£6.60	£33.00 FSP	07/09/23	Edge IT Systems Ltd	New info email for temporary worker	310/1
Total	£7,279.62	£396.33	£6,883.29				

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Date _____

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