

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 10 October 2023 commencing at 10.00am at The Pavilion in the Park, Victory Park.

Present: Councillors      D Dale (Vice-Chair of Committee)  
                                     A Cross  
                                     C Stanley  
                                     L Stinchcombe  
                                     C White

In Attendance:            Town Clerk – Jeni Marshall

Apologies                 C Fewster

**FS64/23**                 To receive apologies  
 Apologies were received as above

**FS65/23**                 To approve the minutes of the last meeting of the Committee  
 The minutes of the last meeting of the committee were approved and duly signed.

**FS66/23**                 To receive any declarations of interest  
 None received

**FS67/23**                 To receive any representations from member of the public  
 None present

#### **Finance matters**

**FS68/23**                 To verify and sign the bank reconciliation and original bank Statements  
 Due to staff absence, the reconciliations were not completed so will be considered at next month's meeting

**FS69/23**                 To receive the financial report and consider expenditure and income in line with the Budget  
 Members considered the budget and noted that there were no large overspends

**FS70/23**                 To note and approve income and expenditure transactions from  
 Members noted and approved the unpaid expenditure transactions to the 9 October

#### **Staffing matters**

**FSP71/23**                 To confirm actions regarding end of staff probation  
 After due discussion and recent events, members resolved that the probationary period for one member of staff would not be extended. (See private members only minutes)

**FSP72/23**                 To confirm future staffing requirements  
 It was resolved to readvertise the administration role for 21 hours a week.

**FSP73/23**                 To consider outcomes of the staff appraisals  
 It was noted that the appraisals for the Ground staff has been carried out but due to staff absence, the office staff still needed to have their appraisals.

**FSP74/23**      To approve payment for emergency staffing  
Payments were approved.

**FS75/23**      To confirm the date and time of the next meeting  
The next meeting is scheduled for 14 November 2023

Signed

Dated

**Private Minutes for Cllrs only**

**FSP71/23** Members discussed the response from the Administration Assistant after she had been invited to a probationary meeting. The response had been extremely concerning and as a result she had been invited to a

grievance meeting which she had initially accepted. On Sunday morning she sent an email proffering her resignation – paper copies are on file.

# Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 09/10/23 and on or before 09/10/23

Tn no	Gross	Vat	Net Cttee	Invoiced Details Date	Payment Reference	Accrual Heading
1586	£500.00	£0.00	£500.00 FULL	09/10/23 Cashes Green FC		320/4
1587	£100.00	£0.00	£100.00 FSP	09/10/23 Gloucestershire Playing Fields Association		310/6
<b>Total</b>	<b>£600.00</b>	<b>£0.00</b>	<b>£600.00</b>			

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

09/10/23 12:36 PM VS: 8.89.00

Cainscross Town Council

Page 1