

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

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

In Attendance: Town Clerk – Jeni Marshall

Apologies A Cross
 C Fewster
 C Stanley

FSP92/24 To receive apologies
 Apologies were received as above, and Councillor Balster was co-opted to the meeting.

FSP93/24 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.

FSP94/24 To receive any declarations of interest
 None received

FSP95/24 To receive any representations from member of the public
 None present

Finance matters

FSP96/24 To verify and sign the November bank reconciliations and original bank Statements
 The bank reconciliations for November were approved and duly signed.

FSP97/24 To receive the financial report and consider expenditure and income in line with the Budget
 Members considered the budget. The Clerk raised a concern she has not previously noted of the overspend at Cainscross Toilets and will check this. The rest of the report was approved and noted.

FSP98/24 To approve and note income and expenditure transactions from 13 December – 11 January
 Members noted the income transactions and approved the unpaid expenditure transactions.

FSP99/24 To agree a Councillor to carry out an Internal Audit
 Councillor White agreed to carry out the audit at a date agreed with the Clerk

Staffing matters

FSP100/24 To consider a request from the project Officer to increase her core hours
 Members discussed this and it was agreed that the projects and events needed more staff hours. It was further agreed to offer an extra day for the next six months and then review the workload.

FSP101/24 To receive information regarding the recent interviews and approve the employment of a new member of staff

The Clerk reported that she and the Assistant Clerk had held seven interviews for the Administration Assistant role and had some excellent applicants. They felt that one stood out and proposed to approve employment of Louise Blake. She also asked for approval of a six-month probation period and a Nest pension with a Council contribution of 7% as in line with other staff receiving the Nest pension. After due discussion, members approved the employment on the above terms.

FSP102/24 To confirm the date and time of the next meeting
The next meeting is scheduled for 13 February 2024

Signed

Dated

Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 13/12/23 and on or before 11/01/24

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details	Payment Reference	Accrual Heading
1707	£859.14	£143.19	£715.95 PHAR	31/12/23	Tree Maintenance	Tree Works as of quote 06/10/23	260/2
1708	£11.47	£0.00	£11.47 PHAR	03/01/24	Water Plus	Used water	230/2
1709	£375.00	£0.00	£375.00 PHAR	20/12/23	APB Contractors	Removal of concrete and metal posts, cut postsetc and remove and dispose	220/5
1710	£240.00	£40.00	£200.00 PHAR	05/01/24	HM Prison & Probation Service	Clearance of swale at Cashes Green Allotments	300/1
1711	£378.00	£63.00	£315.00 PHAR	31/12/23	All Done and Dusted Commercial Ltd	December Pavilion Cleaning	230/5
1716	£200.00	£0.00	£200.00 PHAR	29/12/23	Stroud Valleys Project	Work at QEII Field	260/8
1718	£1,383.84	£230.64	£1,153.20 FSP	21/12/23	Edge IT Systems Ltd	Microsoft 365 Annual Fees and Support	310/7
1719	£41.99	£7.00	£34.99 FSP	01/01/24	Cloudy IT Ltd	Web Hosting December 2023	310/7
1723	£319.36	£53.23	£266.13 FSP	16/12/23	PEAC (UK) Ltd	Lease rental 26/01/24 - 25/02/2024	310/1
1724	£133.35	£0.00	£133.35 FULL	10/01/24	CCP Family Services	Grant for resources for Toddler Group	320/4
1726	£105.00	£0.00	£105.00 FULL	18/12/23	Jenifer Marshall	Reclaim purchase of wine for Cllrs and Staff - Christmas thank you	138

Total £4,047.15 £537.06 £3,510.09

