

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 13 February 2024 commencing at 10.00am at The Pavilion in the Park, Victory Park.

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

In Attendance: Town Clerk – Jeni Marshall

Apologies C Fewster

FSP103/24 To receive apologies
 Apologies were received as above.

FSP104/24 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.

FSP105/24 To receive any declarations of interest
 None received

FSP106/24 To receive any representations from member of the public
 None present

Finance matters

FSP107/24 To verify and sign the November bank reconciliations and original bank Statements
 The bank reconciliations for December and January were approved and duly signed.

FSP108/24 To receive the financial report and consider expenditure and income in line with the Budget
 Members considered the budget. Some small overspends were noted and it members noted that they are pleased to see the hall doing so well.

FSP109/24 To approve and note income and expenditure transactions from 13 December – 11 January
 Members noted the income transactions and approved the unpaid expenditure transactions from the 24 January 2024 to the 6th of February 2024. The Clerk requested that a payment to Miles Architecture was also approved.

FSP110/24 To report and note the Internal control check
 The internal control carried out by Councillor White was noted.

FSP111/24 To approve payment for a VAT course for the Town Clerk
 Payment was approved retrospectively

FSP112/24 To approve and end of year support package
 Members approved the silver package from Edge IT at a cost of £150

FSP113/24 To consider and approve a compassionate leave policy
 The Policy was approved.

FSP114/24 To consider costs involved with pre-construction surveys for the bike ramps

This item was deferred to the Full Council meeting.

FSP115/24

To confirm the date and time of the next meeting
The next meeting is scheduled for 12 March 2024

Signed

Dated

Invoiced Income in Invoice number order

Start of year 01/04/23

Invoices with a ledger date on or after 24/01/24 and on or before 06/02/24

Invoice no.	Invoice date	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
CTC471	26/01/24	794	26/01/24	-123.50	-20.58	-102.92 PHAR	Stroud Association of School C/O Cashes Green - Contra 702, Hall Hire.
CTC527	24/01/24	784		75.00	12.50	62.50 PHAR	Michael Edwards - Hatha Yoga - Hall Hire -
CTC528	24/01/24	785		168.76	28.13	140.63 PHAR	Michael Edwards - Hatha Yoga - Hall Hire -
CTC529	24/01/24	786	24/01/24	25.00	4.17	20.83 PHAR	Greenaways Estate Residential Social - Greenaways Residents' Meetup
CTC530	24/01/24	787		180.00	30.00	150.00 PHAR	HFT - Hall Hire - 22nd Nov, 24th Nov, 28th Nov
CTC531	24/01/24	788		70.00	11.67	58.33 PHAR	HFT - Hall Hire - 12th December 2023 9.30am - 4.30pm
CTC532	24/01/24	789		70.00	11.67	58.33 PHAR	HFT - Hall Hire - 2023 9.30 5th January 9.30am - 4.30pm
CTC533	24/01/24	790		45.00	7.50	37.50 PHAR	Mindsong - Sing 2 Remember - Hall Hire Bookings:
CTC534	25/01/24	791		40.00	6.67	33.33 PHAR	Cirencester & Stroud Branch Parkinson's UK - Hall hire - 4th December -
CTC535	25/01/24	792		120.00	20.00	100.00 PHAR	Marisa Tommasini - Hall Hire
CTC536	25/01/24	793		20.00	3.33	16.67 PHAR	All Sorts Gloucestershire - Hall Hire - 12th January - 2.30pm-4.30pm
CTC537	26/01/24	795		30.00	5.00	25.00 PHAR	Stroud Association of School C/O Cashes Green - Hall hire 14th November
CTC538	30/01/24	797	12/01/24	125.00	0.00	125.00 PHAR	Cainscross RFC - Car Boot Sale Fee
Total				845.26	120.06	725.20	

Invoiced Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 24/01/24 and on or before 06/02/24

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Ctte (£)	Supplier Invoice	Details
29/01/24	1769	29/01/24	112.80	18.80	94.00	FSP	Citation Limited - HR
30/01/24	1766	19/01/24	180.97	0.00	180.97	PHAR	Water Plus - Water supply, used water, surface water drainage
01/02/24	1770		77.42	12.90	64.52	FULL	Fuel Genie Business Account Worldline IT Services UK Ltd - Fuel 01/01/24 - 3
01/02/24	1771		250.00	0.00	250.00	FULL	Randwick Scout Group - Grant
Total			621.19	31.70	589.49		

