

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 12 March 2024 commencing at 10.00am at The Pavilion in the Park, Victory Park.

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

In Attendance:            Assistant Clerk – Emily Forgione

Apologies                    Chris Stanley

**FSP116/24**            To receive apologies  
 Apologies were received as above.

**FSP117/24**            To approve the minutes of the last meeting of the Committee (12<sup>th</sup> February 2024)  
 The minutes of the last meeting of the committee were approved and duly signed.

**FSP118/24**            To receive any declarations of interest  
 None received

**FSP119/24**            To receive any representations from member of the public  
 None present

**Finance & Policy Matters**

**FSP120/24**            To verify and sign the bank reconciliations and original bank statement  
 The bank reconciliations for February were approved and duly signed.

**FSP121/24**            To receive the financial report and consider expenditure and income in line with the Budget  
 Members considered the budget, it was noted that it looks like there is an overspend of £71,139, however there was not a budget put in for Victory Park play area, as this was to be funded by grants. A number of underspends were also noted.

**FSP122/24**            To approve and note income and expenditure transactions from 7 Feb 2024- 06 March 2024  
 Members noted the income transactions and approved the unpaid expenditure transactions from the 7<sup>th</sup> of February to the 6<sup>th</sup> of March.

**FSP123/24**            To approve payment for the clerk to study FILCA and the Assistant Clerk to study CILCA  
 The payments for both the Clerk and Assistant Clerk to study the relevant qualifications were agreed.

**FSP124/24**            To discuss staffing issues following a recent resignation and agree temporary measures  
 After due discussion and recent events, members agreed the employment of a previous member of staff for an initial period of 6 months (See private members only minutes)

**FSP125/24**            To confirm the date and time of the next meeting  
 The next meeting is scheduled for 16<sup>th</sup> April 2024

Signed

Dated

**Private Minutes for Cllrs Only****FSP124/24**      To discuss staffing issues following a recent resignation and agree temporary measures

After due discussion it was agreed that due to the continued lack of support for the staff due to recent events, it is agreeable that Carrie Couling a previous member of the team will be employed to support the staff as an administrator for an initial period of 6 months, which will then be reviewed. The hourly rate that is agreed is point 7 - £12.63 per hour with the offer of a NEST pension and the same rate as the other employee (7% employer contribution and 1% employee contribution).

It was also noted that the Clerk has spoken to the Assistant Grounds person about increasing sick leave.

# Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 07/02/24 and on or before 05/03/24

Tn no	Gross	Vat	Net Cittee	Invoiced Date	Invoice Details	Payment Reference	Accrual Heading
1787	£8,432.44	£0.00	£8,432.44 FSP	20/02/24	Staff Salaries	February Salaries	310/4
1788	£250.67	£0.00	£250.67 FSP	14/02/24	Nest Pensions	February Pensions	310/4
1790	£2,575.75	£0.00	£2,575.75 FSP	14/02/24	HMRC	PAYE 06/02/23 - 05/03/24	310/4
1792	£54.60	£0.00	£54.60 FSP	12/02/24	PATA (UK)	February Payroll	310/4
1793	£12.99	£0.00	£12.99 FSP	12/02/24	Zoom	Subscription Feb 12 - March 11 2024	310/6
1794	£121.32	£20.22	£101.10 FSP	13/02/24	Konica Minolta Business Solutions (UK) Ltd	Photocopier Rental 16/02/24 - 15/05/24	310/1
1795	£23.36	£3.89	£19.47 FSP	09/02/24	7 Office Supplies	Pens and Copier Paper	310/1
1796	£16.66	£0.00	£16.66 PHAR	17/02/24	Water Plus	Used water / Service water	240/2
1799	£432.00	£72.00	£360.00 PHAR	29/02/24	All Done and Dusted Commercial Ltd	Pavilion Cleaning February	230/5
1800	£1,300.80	£216.80	£1,084.00 FULL	21/02/24	Autocrafts Services Ltd	Emergency Van Repairs	330/1
1801	£62.03	£10.34	£51.69 FULL	01/03/24	Fuel Genie Business Account Worldline IT Services UK Ltd	Fuel 01/02/24 - 29/02/24	330/1
1802	£112.16	£18.69	£93.47 PHAR	27/02/24	7 Office Supplies	Lobby Notice board and Hall leaflet Dispensers	230/5
1803	£41.99	£7.00	£34.99 FSP	01/03/24	Cloudy IT Ltd	Web hosting February 2024	310/7
1804	£1,454.40	£242.40	£1,212.00 FSP	29/02/24	Edge IT Systems Ltd	Hosted Services	310/7
1806	£7,600.08	£1,266.68	£6,333.40 PHAR	04/03/24	Playdale Playgrounds Ltd	Balance for new yjuth shelter	220/10
1808/1	£120.00	£20.00	£100.00 PHAR		Smith's (Gloucester) Ltd	Trade Waste	220/8
1808/2	£80.00	£13.33	£66.67 PHAR		Smith's (Gloucester) Ltd	Trade Waste	250/6
1808/3	£47.80	£7.97	£39.83 PHAR		Smith's (Gloucester) Ltd	Trade Waste	260/9
1808	£247.80	£41.30	£206.50	29/02/24	Smith's (Gloucester) Ltd	Trade Waste February	DD240115S MITHS

Signature

Signature

Date

# Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 07/02/24 and on or before 05/03/24

Trn no	Gross	Vat	Net Cttee	Invoiced Details Date	Internal Audit 2023-24	Payment Reference	Accrual Heading
1809	£393.49	£0.00	£393.49 FULL	28/02/24	GAPTC	<input type="checkbox"/>	320/2

**Total**    £23,132.54    £1,899.32    £21,233.22

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

05/03/24 02:35 PM Vs: 8.96.01

Cainscross Town Council

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