

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on Tuesday 16 April 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
 L Stinchcombe
 C White

In Attendance: Town Clerk – Jeni Marshall
 Assistant Clerk – Emily Forgione

Apologies: Christine Fewster

FSP001/24 To receive apologies
 Apologies were received as above.

FSP002/24 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.

FSP003/24 To receive any declarations of interest
 Councillor Deb Balster declared an interest in items 11 (FSP011/24) & 12 (FSP012/24)

FSP004/24 To receive any representations from member of the public
 None present.

Finance matters

FSP005/24 To verify and sign the bank reconciliation and original bank statement
 The three bank reconciliations were approved and duly signed.

FSP006/24 To receive the financial report and consider expenditure in line with the budget (Financial Status Comparison Report)
 Members considered the budget; it was noted that there is an overspend of £18,160. Several overspends were noted but the Clerk also pointed out several underspends which balance it out. Members agreed that they would not vire between budget headings. It was further resolved to transfer last year's hall income to an earmarked reserve to pay for any works that may need doing to the public spaces to make this as self-funding as possible.

FSP007/24 To approve and note invoiced income and expenditure transactions from 7 March – 8 April 2024
 Members noted the income transactions and approved the unpaid expenditure transactions from the 7th of March to the 8th of April.

FSP008/24 To consider transferring unused unrestricted ear marked reserve funds from the youth shelter to the pump track
 After due discussion it was agreed to transfer £5000 of the earmarked reserves from the Youth Shelter project to the Pump Track project leaving approximately £3600 for ongoing maintenance costs.

FSP009/24 To consider investment into the CCLA deposit fund and make recommendations to Full Council

The Clerk raised concerns regarding the level of funds in the bank accounts and reminded members that 'The Financial Compensation Scheme' only protect the first £85,000 per institution not per account. She felt it would be worth investing with the CCLA deposit fund to protect the Councils finances. It was resolved that the Clerk would carry out more research and hopefully have this in place for the Full Council meeting.

FSP010/24 To review the bank mandate for the Nationwide account.

It was agreed that Cllr Adrian Cross and Cllr Clive White would remain signatories along with the responsible finance officer. Three former Councillors will now be removed as bank signatories.

Staffing matters**FSP011/24** To consider funding requests from staff for eye tests, glasses and jabs as is appropriate for workplace health

The Clerk reported that the advice for employers from the HSE for employees requiring glasses for use of display screen equipment is that an eye test must be arranged if needed and glasses that have been provided for work reasons should be paid for. Members resolved to repay the members of staff's costs. They further agreed that the administrator would investigate staff benefits as a package and report back to the committee

FSP012/24 To consider Food and Hygiene training for two members of staff and Councillors who help at the Community Cafe

It was agreed that both members of staff and a councillor should carry out the food and hygiene training. This will enable anyone qualified to run the community cafe.

FSP013/24 To approve the following NALC training for the Administrator - 'Unleashing the Power of Local Councils to tackle the Climate Emergency'

Councillors approved the training for the Administrator.

FSP014/24 To consider long term succession arrangements for the Grounds keeper

It was agreed that the succession of the current groundskeeper would be
All options were considered, and it was agreed that the Clerk and Assistant Clerk would research other councils in the area, looking at what job roles they have, and the salaries involved.

FSP015/24 To confirm the date and time of the next meeting

The next meeting is scheduled for 14 May 2024.

Signed

Dated

FSP006/24	Transfer hall income to a new earmarked reserve	Clerk
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FSP008/24	Transfer 5k from Youth shelter to pump track in EMR's	Clerk
FSP009/24	Further research CCLA and other investment	Clerk
FSP010/24	Send Nationwide mandate off	Clerk
FSP011/24	Pay staff expenses	Clerk
FSP011/24	Investigate staff benefit packages and report back to FSP	Administrator
FSP012/24	Send hygiene training to relevant staff and Councillors	Clerk
FSP013/24	Set up administrator training	Clerk
FSP014/24	Research ground staff/ranger rolls	Clerk / Assistant Clerk

Invoiced Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 07/03/24 and on or before 08/04/24

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Cttee (£)	Supplier Invoice	Details
07/03/24	1813	29/02/24	35.81	5.97	29.84	FSP Feb	Fibre Telecoms - Call charges
07/03/24	1826	31/03/24	37.35	0.00	37.35	FSP 128	Unity Trust Bank - Bank charges 05/12/23 - 04/03/24
08/03/24	1831		22.49	0.00	22.49	FSP	7 Office Supplies - Nescafe Gold Blend Instant Coffee 500g (Single Tin) - 123
08/03/24	1843	13/03/24	65.55	0.00	65.55	FSP 23/0781/PPS	PATA (UK) - March Payroll
11/03/24	1833		132.00	22.00	110.00	PHAR 1490	MD Electrics - Repairs to outside lights
12/03/24	1842	25/03/24	12.99	0.00	12.99	FSP 246786012	Zoom - March One Pro
14/03/24	1835		766.00	0.00	766.00	FULL 59771	Wheatley Printers Ltd - Spring 2024 Fourwards
14/03/24	1840		300.00	0.00	300.00	PHAR MAR24-7	Stroud Valleys Project - Work at QEII Field
15/03/24	1838	28/03/24	35.81	5.97	29.84	FSP 6957	Fibre Telecoms - Call charges to 29 February 2024
15/03/24	1839		372.72	62.12	310.60	FSP 006/25/0018818	Peac Solutions UK Ltd - Phone system lease 26-04-24 - 150524
15/03/24	1870	15/03/24	247.80	41.30	206.50	PHAR C1127	Smith's (Gloucester) Ltd - Trade Waste March
16/03/24	1837		10.74	0.00	10.74	PHAR 05190906	Water Plus - Used water and surface water drainage
19/03/24	1834		19.65	1.12	18.53		7 Office Supplies - Tea and screen wipes
20/03/24	1844	20/03/24	8,432.44	0.00	8,432.44	FSP March	Staff Salaries - March Salaries
20/03/24	1845	13/03/24	250.67	0.00	250.67	FSP March	Nest Pensions - March Pensions
20/03/24	1846	19/03/24	2,032.53	0.00	2,032.53	FSP March	Gloucestershire County Council - March Pensions
22/03/24	1871	22/03/24	61.47	10.24	51.23	FSP 134199415687	Tesco Mobile Ltd - Mobile phone charges
22/03/24	1876		91.99	15.33	76.66	PHAR 027060	7 Office Supplies - Toilet Paper, cleaning cloths & Refuse sacks
23/03/24	1877		19.47	3.25	16.22	PHAR A17102804506	Jenifer Marshall - 3 x bags of postcrete - repaid
25/03/24	1836		240.00	40.00	200.00	PHAR 2274184	HM Prison & Probation Service - Swale clearance Cashes Green Allotments
25/03/24	1857	25/03/24	3.00	0.00	3.00	FSP Feb	Lloyds Bank - Monthly fees
25/03/24	1866		75.00	0.00	75.00	FSP 339	GAPTC - Being a better Councilor course D.Balster
26/03/24	1847		2,589.55	0.00	2,589.55	FSP March	HMRC - PAYE 06/03/24 - 05/04/2
26/03/24	1858	26/03/24	372.72	62.12	310.60	FSP AALF	PEAC (UK) Ltd - Lease rental
26/03/24	1868		34.20	5.70	28.50	FSP 61886	Miles Architectural - Replacement master key and servant key
27/03/24	1867		500.00	0.00	500.00	PHAR MAR24-16	Stroud Valleys Project - Planting

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Cainscross Town Council

Page 1

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Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Cttee (£)	Supplier Invoice	Details
28/03/24	1861	28/03/24	-10.00	-1.67	-8.33	PHAR	Carich Care - Contra 1706, Cancellation
28/03/24	1862	28/03/24	-10.00	-1.67	-8.33	PHAR 13/08	Carich Care - Contra 1524, Refund of stallholder payment from cancelled eve
28/03/24	1863	28/03/24	42.84	0.00	42.84		Edge IT Systems Ltd - Contra 1326, Contra 1325, AdvantEDGE Finance Annu
28/03/24	1864	28/03/24	-499.36	-83.23	-416.13	FSP 006/24/0096988	PEAC (UK) Ltd - Contra 1574, Lease Rental
28/03/24	1865	28/03/24	250.00	41.67	208.33	FSP January	PEAC (UK) Ltd - Contra 1768, Refund
28/03/24	1869	28/03/24	112.80	18.80	94.00	FSP CT0103612	Citation Limited - HR
28/03/24	1875		51.50	8.58	42.92	FULL 10197896	Fuel Genie Business Account Worldline IT Services UK Ltd - Fuel 01/02/24 - 3
31/03/24	1872	31/03/24	-247.80	-41.30	-206.50	PHAR C459169	Smith's (Gloucester) Ltd - Contra 1808, Trade Waste February
31/03/24	1873	31/03/24	-42.84	0.00	-42.84		Edge IT Systems Ltd - Contra 1863, Contra 1326, Contra 1325, AdvantEDGE
31/03/24	1874		432.00	72.00	360.00	PHAR 1778	All Done and Dusted Commercial Ltd - Pavilion cleaning March
Total			16,841.09	288.30	16,552.79		