

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 17 September 2024, commencing at 11.00am at The Pavilion in the Park, Victory Park.

Present: Councillors      D Dale (Chair of the Committee)  
                                     A Cross  
                                     C Fewster  
                                     G Lindsay  
                                     C White

In Attendance:            Town Clerk – Jeni Marshall

Apologies                 Cllr. D Balster

**FSP60/24**                To receive apologies  
 Apologies were received as above

**FSP61/24**                To approve the minutes of the last meeting of the Committee  
 The minutes of the last meeting (13 August 2024) were approved and duly signed.

**FSP62/24**                To receive any declarations of interest  
 None received

**FSP63/24**                To receive any representations from member of the public  
 None present

#### **Finance matters**

**FSP64/24**                To receive a recommendation from the Recreation committee giving the Clerk authority to purchase tools, equipment, and authorise repairs as required within the maintenance budget  
 After due consideration the committee approved the recommendation.

**FSP65/24**                To verify and sign the bank reconciliation and original bank statements  
 The bank statements and reconciliations were approved and duly approved.

**FSP66/24**                To receive the financial report and consider expenditure in line with the budget  
 The Financial report and expenditure were approved.

**FSP67/24**                To agree virements between budget headings  
 The Clerk requested the following:

- unused budgets are deleted to make the report easier to read.
- The code 'Bank Interest' be moved to the Finance budget as it is in the wrong coding.
- the Newsletter budget is now digital, so this budget be vired to the Rugby Pavilion Maintenance budget
- The events budget has £1000 added to it due to a donation from John Lewis

After due discussion these actions were agreed

**FSP68/24**                To note and approve income and expenditure transactions from 14 August – 11 September  
 The Clerk handed out a revised sheet taking expenditure to the 16 September. The income and expenditure was noted and approved.

- FSP69/24**      To approve the purchase of a console table for the office up to the value of £100  
It was agreed that the new table was needed as a reception desk, and this was duly approved.
- FSP70/24**      To receive an update on staffing matters  
The Clerk reported that the new Ranger is working out well and the staffing situation is working well at present.
- FSP71/24**      To agree a date and time for staff appraisals  
The Clerk agreed to arrange a date for October and either Councillors Dale or Cross would attend.
- FSP72/24**      To consider the Project Officers contracted hours  
The Project Officer has now been working a four-day week for 6 months. Members considered whether to continue with a four-day week and agreed that the Projects did need these additional hours and therefore agreed to continue this for another 6 months.
- FSP73/24**      To confirm the date and time of the next meeting  
The next meeting is scheduled for 15 October 2024 at 11am.

Signed

Dated

### Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 14/09/24 and on or before 16/09/24

Tn no	Gross	Vat	Net/Cheq	Invoice Date	Details	Payment Reference	Accrual Heading
2073	£535.54	£98.42	£447.12	16/09/24	J.A.K.K. Security & Facilities Management Ltd	Open Spaces Security - July	305 <input type="checkbox"/>
2075	£534.80	£89.10	£445.50	31/09/24	All Done and Ouse! Commercial Ltd	Parlour cleaning August 2024	2305 <input type="checkbox"/>
2077	£882.80	£147.10	£735.50	27/09/24	Shoud Alarms	Installation of 2 x CCTV cameras	305 <input type="checkbox"/>
2078	£54.20	£10.70	£43.50	21/09/24	Miles Architectural	Parlour master and servant keys	2305 <input type="checkbox"/>
2081	£579.89	£96.37	£583.52	20/09/24	Ons Energy Ltd	Electricity 22/07/24 - 16/09/24	2304 <input type="checkbox"/>
2082	£41.99	£7.09	£34.89	01/09/24	Cloudy T/Ltd	Waterproofing 01/09/24 - 30/09/24	3107 <input type="checkbox"/>
2083	£60.24	£13.38	£66.66	30/09/24	Wholesale	Pans for Right Parlour Air Source Heat Pump	2404 <input type="checkbox"/>
2084	£28.89	£4.83	£24.16	27/09/24	Screwfix	Heavy Duty Wipes 240pk	2902 <input type="checkbox"/>
2085	£55.72	£9.29	£46.43	14/09/24	Konica Minolta Business Solutions (UK) Ltd	Copy and Print	3101 <input type="checkbox"/>
2091	£109.97	£18.33	£91.64	15/09/24	Screwfix	Groundstaff Uniform	3103 <input type="checkbox"/>
2092	£15.99	£2.66	£13.33	22/09/24	Screwfix	Digital thermometer for Legionella	2302 <input type="checkbox"/>
2093	£0.00	£0.00	£0.00	22/09/24	Screwfix	New shower head for rugby parlour	2404 <input type="checkbox"/>
2094	£118.80	£19.80	£99.00	22/09/24	Edge IT Systems Ltd	Set up new email accounts for Councillors and Rangers	3101 <input type="checkbox"/>
2095	£54.03	£0.00	£54.03	03/09/24	Water Plus	Used water and surface water	2302 <input type="checkbox"/>
2097	£66.45	£11.07	£55.38	06/09/24	7 Office Supplies	Cleaning cloths, Rubise sacks, toilet rolls, kitchen roll	2404 <input type="checkbox"/>
2100	£42.17	£7.03	£35.14	02/09/24	Fuel Centre Business Account Worldwide IT Services UK Ltd	Fuel 01/08/24 - 31/08/24	3301 <input type="checkbox"/>

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_

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Start of year 01/04/24

Invoices with a ledger date on or after 14/09/24 and on or before 16/09/24

Tn no	Gross	Vat	Net/Cheq	Invoice Date	Details	Payment Reference	Accrual Heading
2101	£500.00	£0.00	£500.00	06/09/24	St Matthews Parent Teacher Association	Grant for school trips	3204 <input type="checkbox"/>
2113	£67.00	£11.17	£55.83	09/09/24	Paul Underwood	Variety of Keys cut	2404 <input type="checkbox"/>
2114	£5,310.00	£886.00	£4,425.00	11/09/24	Site Fabrication Services	To replace existing posts and replicate heavy duty gates at main entrance (Access gate and Pedestrian steel) and removal of current gates and posts. Galvanised and painted 4x25	2203 <input type="checkbox"/>
2115	£45.00	£0.00	£45.00	11/09/24	GAPTC	Planning in Paris English - Training G.Uinsley	3105 <input type="checkbox"/>
2116	£144.36	£24.06	£120.30	31/09/24	M.J.Church	Trade wester	2208 <input type="checkbox"/>
2117	£244.83	£40.82	£204.11	06/09/24	Trade UK	Uniform	3103 <input type="checkbox"/>
2118	£16,716.00	£2,786.00	£13,930.00	06/09/24	Archival Latham & Co Ltd	Purchase of 3 x bus shelters - Ticorn House, Frons Caddens and Hammers Way	2902 <input type="checkbox"/>
2119	£211.51	£38.26	£176.25	16/09/24	Wholesale	Further parts for Air con system	2404 <input type="checkbox"/>
2120	£285.64	£44.27	£221.37	27/09/24	Wholesale	Heat pump and cylinder repairs	2404 <input type="checkbox"/>
2121	£30.46	£5.08	£25.40	13/09/24	Wholesale	Insulation and cable ties	2404 <input type="checkbox"/>
<b>Total</b>	<b>£28,867.10</b>	<b>£4,567.74</b>	<b>£22,489.36</b>				

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_

Invoiced Income Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 14/08/24 and on or before 11/09/24

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net/Chee (£)	Details
06/09/24	CTC878	976		37.50	6.25	31.25 RECAM	Niam Stephens - Hall Hire - Sunday 22nd September
06/09/24	CTC879	977		31.25	5.21	26.04 RECAM	Stroud District Green Party - Hall Hire 24th September 19.30-22.00
08/09/24	CTC880	978		30.00	5.00	25.00 RECAM	Horns Start - Hall Hire - 25th September
<b>Total</b>				1,620.84	165.97	1,454.87	

Invoiced Income Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 14/08/24 and on or before 11/09/24

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net/Chee (£)	Details
14/08/24	CTC860	945	27/08/24	50.00	8.33	41.67 RECAM	Lara Syle - Private party hire 01/09/24 (0-2
14/08/24	CTC861	949	14/08/24	50.00	8.33	41.67 RECAM	Ernie Beckett - Hall Hire 18/08/24 - Private Birthday Party
19/08/24	CTC813	947	19/08/24	-20.00	-3.33	-16.67 RECAM	Bisid and Beyond Stronger Practice Hub - Contra 782, Thursday 25th J
20/08/24	CTC867	948	20/08/24	-25.00	-4.17	-20.83 RECAM	Greenways Estate Residential Soci - Contra 946, Hire of Hall 27/08/24
23/08/24	CTC864	955	23/08/24	-25.00	-4.17	-20.83 RECAM	Ernie Calaglin - Contra 943, Saturday 29th August 2024
29/08/24	CTC862	956	02/09/24	125.00	0.00	125.00 RECAM	Ranwick Scout Troop - August Car Boot Sale
29/08/24	CTC869	957	29/08/24	-780.00	-130.00	-650.00 RECAM	Stroud United Football Club - Contra (golf receipt) for in 854, Balance du
29/08/24	CTC869	958	29/08/24	180.00	30.00	150.00 RECAM	Stroud United Football Club - Part receipt, in 954 - Paying monthly, Bal
29/08/24	CTC869	959		600.00	100.00	500.00 RECAM	Stroud United Football Club - Balance due, in 954 - Balance due, in 951
30/08/24	CTC863	960		10.00	1.67	8.33 RECAM	Seventh Day Adventist Group - 1x additional hour
30/08/24	Seal	961	30/08/24	500.00	0.00	500.00 RECAM	Renblaw P.L.C. - Grant for Pump Track
04/09/24	CTC864	962		25.00	4.17	20.83 RECAM	Wednesday Wives - Hall Hire 4th September 2024
04/09/24	CTC865	963		75.00	12.50	62.50 RECAM	Kit and Natter - September Hall Hire
04/09/24	CTC867	964		250.00	41.67	208.33 RECAM	Kuron Maths - Karen Meggs - Hall Hire - 3.30-5pm on
04/09/24	CTC866	965		83.33	13.89	69.44 RECAM	Calaglin's Kicker - Ground rent & Electricity - 1st September - 30th Se
05/09/24	CTC868	966		50.00	8.33	41.67 RECAM	Minsong - Sing 2 Remember - Hall Hire -
05/09/24	CTC869	967		20.00	3.33	16.67 RECAM	Greencaster & Stroud Branch Parkinson's UK - Hall Hire - Tuesday 10th S
05/09/24	CTC870	968		30.00	5.00	25.00 RECAM	Brimcombe & Trapp W/L - Pavilion Hall Hire - Tuesday 10th of Septemb
05/09/24	CTC871	969		131.26	21.88	109.38 RECAM	Michael Edwards - Haha Yoga - Hall Hire
05/09/24	CTC872	970		25.00	4.17	20.83 RECAM	Luke Kemp - Sound Journey with Luke
05/09/24	CTC873	971		20.00	3.33	16.67 RECAM	Aplewood EMB & Greensquare - Aplewood EMB & Greensquare PA
05/09/24	CTC874	972		46.00	7.50	37.50 RECAM	The Newnens Hub - Date / Time, Thu 25/09/2024
05/09/24	CTC875	973		30.00	5.00	25.00 RECAM	The Newnens Hub - Date / Time, Thu 19/09/2024
06/09/24	CTC876	974		55.00	5.83	49.17 RECAM	HFT - Hall Hire - 10th September
06/09/24	CTC877	975		37.50	6.25	31.25 RECAM	Katherine Green - Hall Hire - Sunday 15th September