

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on 22 October 2024, commencing at 11.00am at The Pavilion in the Park, Victory Park.

Present: Councillors

In Attendance: Councillors D Dale  
D Balster  
A Cross  
G Lindsay

Apologies C White

**FS74/24** To receive apologies  
Apologies were received as above

**FS75/24** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting (17 September 2024) were approved and duly signed.

**FS76/24** To receive any declarations of interest  
None received

**FS77/24** To receive any representations from member of the public  
None present.

#### **Finance matters**

**FS78/24** To verify and sign the bank reconciliation and original bank Statement  
The bank statements and reconciliations were scrutinised and duly signed.

**FS79/24** To receive the financial report and consider expenditure in line with the budget  
The report was considered and approved.

**FS780/24** To note and approve income and expenditure transactions from 25 September 2024- 15 October 2024  
The income and expenditure transactions were approved.

**FS81/24** To confirm the date and time of the next meeting  
The next meeting is scheduled for 19 November 2024 at 11am.

Signed

Dated

# Due Income Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 12/09/24 and on or before 15/10/24

Tn no	Gross	Vat	Net Cttee	Accrual ?	Invoiced Date	Details	Heading
985	£60.00	£10.00	£50.00	<input type="checkbox"/>	08/10/24	Brinscombe & Thrupp WI Pavilion Hall Hire - Tuesday 1st October 19:00 - 22.00 Tuesday 8th October 19:00 - 22.00	119/6
986	£50.00	£8.33	£41.67	<input type="checkbox"/>	08/10/24	Knit and Natter October Hall Hire Monday 7th, 14th, 21st, 28th	119/6
987	£25.00	£4.17	£20.83	<input type="checkbox"/>	08/10/24	Wednesday Wives Hall Hire 2nd October 2024 10am-12.30am	119/6
988	£156.25	£26.04	£130.21	<input type="checkbox"/>	08/10/24	Kumon Maths - Karen Maggs Hall Hire - 3.30-6pm on - 9th October 14th October 16th October 21st October 23rd October	119/6
989	£20.00	£3.33	£16.67	<input type="checkbox"/>	09/10/24	Cirencester & Stroud Branch Parkinson's UK Hall hire - Tuesday 8th October 1.30pm-3.30pm	119/6
990	£35.00	£5.83	£29.17	<input type="checkbox"/>	09/10/24	HFT Hall Hire - 11th October 9am-12.30pm	119/6
991	£55.00	£9.17	£45.83	<input type="checkbox"/>	09/10/24	Wild Stroud Hall hire - 13th October 2024 9.30-3pm	119/6
992	£135.00	£22.50	£112.50	<input type="checkbox"/>	09/10/24	The Neuroverse Hub Date / Time: Thu 03/10/2024 Thu 10/10/2024 Thu 24/10/24 9.45-14.15	119/6
993	£25.00	£4.17	£20.83	<input type="checkbox"/>	09/10/24	Luke Kemp Sound Journey with Luke Tuesday 15th October - 18:30-20:30	119/6

Signature

Date

Signature

**DUE INVOICES**

Invoices with a ledger date on or after 12/09/24 and on or before 15/10/24

Tn no	Gross	Vat	Net Cttee	Accrual ?	Invoiced Date	Details	Heading
994	£50.00	£8.33	£41.67	RECAM <input type="checkbox"/>	09/10/24	Mindsong - Sing 2 Remember Hall Hire - Tuesday 1st October Tuesday 15th October 9.30-12pm	119/6
995	£60.00	£10.00	£50.00	RECAM <input type="checkbox"/>	09/10/24	Singing Mummas - Amy Cox Hall Hire - October Friday 18th 10-11.30am Friday 25th 10-11.30am	119/6
996	£20.00	£3.33	£16.67	RECAM <input type="checkbox"/>	09/10/24	Stroud District Green Party Hall Hire 22nd October 19.30 - 21.30	119/6
997	£35.00	£5.83	£29.17	RECAM <input type="checkbox"/>	09/10/24	Home Start Hall Hire - 23rd October 9.30am -1pm	119/6
998	£43.75	£7.29	£36.46	RECAM <input type="checkbox"/>	09/10/24	Tammy Sykes Hall Hire Sunday 27th October 15:15-18:30pm	119/6
999	£22.50	£3.75	£18.75	RECAM <input type="checkbox"/>	09/10/24	SP3 SP3 talk Friday 29th October 1.30-3.45pm	119/6
1000	£20.00	£3.33	£16.67	RECAM <input type="checkbox"/>	09/10/24	Stroud Valleys Project Sunday 6th October - 2pm-4pm	119/6
1001	£168.76	£28.13	£140.63	RECAM <input type="checkbox"/>	09/10/24	Michael Edwards - Hatha Yoga Hall Hire: 7-8.30pm 5th September 11th and 12th September 18th and 19th September 25th and 26th September	119/6

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Signature \_\_\_\_\_

Date \_\_\_\_\_

15/10/24 11:24 AM Vs: 9.02.02

Cainscross Town Council

## INVOICES

Invoices with a ledger date on or after 12/09/24 and on or before 15/10/24

Tn no	Gross	Vat	Net Cttee	Accrual ?	Invoiced Date	Details	Heading
1002	£550.00	£91.67	£468.33 RECAM	<input type="checkbox"/>	09/10/24	Seventh Day Adventist Group Weekly hire of the Pavilion Hall from Sat 05/07/24 - Sat 28/10/24 10.00 - 15.00 11 x 5 hour sessions @ £10 per hour (As discussed, this does not include the 30th of November)	119/6
1005	£200.00	£33.34	£166.66 RECAM	<input type="checkbox"/>	30/09/24	Stroud United Football Club	110/1
1013	£6,776.21	£0.00	£6,776.21 FULL	<input type="checkbox"/>	30/09/24	HMRC	115
1007	-£55.00	-£9.17	-£45.83 RECAM	<input type="checkbox"/>	11/10/24	Wild Stroud	119/6
1008	-£55.00	-£9.17	-£45.83 RECAM	<input type="checkbox"/>	11/10/24	Wild Stroud	119/6
<b>Total</b>	<b>£8,397.47</b>	<b>£270.20</b>	<b>£8,127.27</b>				

# Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 12/09/24 and on or before 15/10/24

Tn no	Gross	Vat	Net Ctee	Invoiced Date	Details	Payment Reference	Accrual Heading
2122	£28.52	£4.75	£23.77	18/09/24	7 Office Supplies	Copier paper and files	310/1
2126	£2,937.84	£0.00	£2,937.84	20/09/24	HMRC	PAYE September	310/4
2127	£74.60	£0.00	£74.60	16/09/24	PATA (UK)	September Payroll	310/4
2128	£1,260.00	£210.00	£1,050.00	16/09/24	PKF Littlejohn LLP	Limited Assurance Review of AGAR for year ending 31/03/24	320/2
2129	£669.74	£111.62	£558.12	19/09/24	Opus Energy Ltd	Electricity supply 20 August - 18 September	240/3
2130	£55.16	£9.19	£45.97	19/09/24	Ferland Leisure Products Ltd	Quick repair links for swings	220/5
2133	£250.00	£0.00	£250.00	23/09/24	Dr P Wyeth	Grant to Footpath MCA20 Neighbours group	320/4
2137/1	£35.32	£5.89	£29.43	RECAM	7 Office Supplies		220/8
2137/2	£10.03	£1.67	£8.36	RECAM	7 Office Supplies		230/5
2137/3	£13.94	£2.32	£11.62	RECAM	7 Office Supplies		240/4
2137	£59.29	£9.88	£49.41	16/09/24	7 Office Supplies	Bleach, disinfectant, Surface cleaner and Refuse Sacks	220/8
2139	£185.00	£30.83	£154.17	FSP	Hallmaster Ltd	Single venue booking license	310/1
2140	£30.00	£5.00	£25.00	RECAM	Mrs Deborah K Balster	Refund for daffodil and Narcissus bulbs or Foxmore Estate	315
2141	£100.00	£0.00	£100.00	FSP	Gloucestershire Playing Fields Association	Annual membership renewal	310/6
2146	£121.59	£12.80	£108.79	RECAM	Water Plus	Water charges	230/2
2147	£7.79	£1.30	£6.49	RECAM	Wolseley	12mm All Round Banding Galv x 10m	240/4

Signature

Signature

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15/10/24 11:22 AM Vs: 9.02.02

Cainscross Town Council

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# Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 12/09/24 and on or before 15/10/24

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details	Payment Reference	Accrual Heading
2148	£242.29	£40.38	£201.91	30/09/24	Mark Pollard Heating & Plumbing		240/3
2149	£326.88	£54.48	£272.40	01/10/24	Edge IT Systems Ltd	3 visits to Rugby Pavilion to help and advise regarding heat pump / instal on/off switch/ adjust settings/ wire in circulating pump for ASHP	310/1
2150	£666.00	£111.00	£555.00	01/10/24	Stroud Alarms	Licences to cover office laptops (sentinal one Antivirus incl Take Control 1 year Annual Maintenance for :- Intruder alarm / CCTV/Access Control/ Fire Alarms/Emergency Lighting/ Fire fighting Equipment	230/5
2151	£88.56	£14.76	£73.80	01/10/24	Stroud Alarms	Fire Alarm Issues - re-set	230/5
2152	£45.00	£0.00	£45.00	30/09/24	Gloucestershire Association of Parish & Town Councils	New Councilor Toolkit Training - C Mitchell	310/5
2153	£315.59	£52.60	£262.99	03/10/24	Autocrafts Services Ltd	MOT and associated repairs	330/1
2155	£100.00	£0.00	£100.00	30/09/24	Stroud Valleys Project	Work at Hamwell Lease	270/1
2156	£41.99	£7.00	£34.99	01/10/24	Cloudy IT Ltd	Webhosting 01/10/24--31/10/24	310/7
2157	£475.20	£79.20	£396.00	02/10/24	All Done and Dusted Commercial Ltd	8 x cleaning of the Pavilion	230/5
2158	£44.28	£7.38	£36.90	01/10/24	Stroud Alarms	Replaced an intruder alarm	230/5
2159	£43.32	£7.22	£36.10	01/10/24	Fuel Genie Business Account Worldwide IT Services UK Ltd	Fuel 01/09/24 - 30/09/24	330/1
2160	£30.96	£5.16	£25.80	04/10/24	7 Office Supplies	Desk diaries x 4 and office waste bin	310/1

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15/10/24 11:22 AM Vs: 9.02.02

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# Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 12/09/24 and on or before 15/10/24

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details	Payment Reference	Accrual Heading
2162	£744.26	£124.04	£620.22 RECAM	04/10/24	Glasdon UK Ltd	Fusion 5 slat seat black and ground anchor kit purchased on behalf of Stroud Gardening Club	260/3
2163	£1,502.84	£250.47	£1,252.37 RECAM	30/09/24	Tree Maintenance	Cashes Green Allotment tree works as per quote 05/07/24	300/1
2164	£13.05	£0.00	£13.05 FSP	30/09/24	Unity Trust Bank	Bank Charges 4/9/24-30/09/24	310/2
2167	£10.00	£1.67	£8.33 RECAM	15/10/24	Graham Barnard	Refund of payment for C G Allotment gate jey (returned)	300/1
<b>Total</b>	<b>£10,469.75</b>	<b>£1,150.73</b>	<b>£9,319.02</b>				

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Date \_\_\_\_\_

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