

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

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

In Attendance: Clerk
 Assistant Clerk

Apologies D Balster

FSP97/24 To note apologies
Apologies were received from Councillor Balster

FSP98/24 To approve the minutes of the last meeting of the Council
The minutes of the last meeting of the Committee were approved and duly signed.

FSP99/24 To receive any declarations of interest
None received

FSP100/24 To receive any representations from members of the public
None present

Finance & Policy Matters

FSP101/24 To verify and sign the bank reconciliation and original bank statement for November and the current account for October following an error in last month's reconciliation
The bank reconciliations for October and November were verified and duly signed.

FSP102/24 To receive the financial report and consider expenditure in line with the budget (Financial Status Comparison Report)
The finance report was duly scrutinised and approved.

FSP103/24 To approve and note invoiced income and expenditure transactions from 20th November – 16th December
The income and expenditure were approved

FSP104/24 To confirm the date and time of the next committee meeting
The next meeting is scheduled for the 21 January 2025

Signed

Dated

Invoiced Income Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 20/11/24 and on or before 12/12/24

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
21/11/24	Nov	1076	21/11/24	105.00	0.00	105.00	RECAM Community Council run events - Community Cafe - donations to Crowd
25/11/24	CTC695	1053	25/11/24	-43.75	-7.29	-36.46	RECAM Tammy Sykes - Contra 998, Hall Hire
29/11/24	CTC730	1054		10.00	1.67	8.33	RECAM Sue Barker - Stall for Cainscross Craft Fair
02/12/24	CTC707	1055	02/12/24	-10.00	-1.67	-8.33	RECAM Sharon Bishop - Credit transaction 1022
02/12/24	CTC708	1056	02/12/24	-10.00	-1.67	-8.33	RECAM Natasha Nunes - Credit transaction 1023
02/12/24	CTC690	1057	02/12/24	-25.00	-4.17	-20.83	RECAM Luke Kemp - Credit transaction 993
02/12/24	CTC718	1058	02/12/24	-25.00	-4.17	-20.83	RECAM Luke Kemp - Credit transaction 1035
02/12/24	CTC731	1059		50.00	8.33	41.67	RECAM Zaffie Cox - Hall Hire - 8th December - 1pm-5pm
02/12/24	CTC732	1060		30.00	5.00	25.00	RECAM Knit and Natter - December Hall Hire
02/12/24	CTC733	1061		187.50	31.25	156.25	RECAM Kurnon Maths - Karen Maggs - Hall Hire - 3.30-6pm on:
03/12/24	CTC736	1062		50.00	8.33	41.67	RECAM Mindsong - Sing 2 Remember - Hall Hire -
03/12/24	CTC735	1063		30.00	5.00	25.00	RECAM Birnscombe & Thrupp WI - Pavilion Hall Hire - Monday 3rd of December
03/12/24	CTC734	1064		22.50	3.75	18.75	RECAM SP3 - SP3 talk
03/12/24	CTC737	1065		35.00	5.83	29.17	RECAM Home Start - Hall Hire - 4th December 9.30-1pm
03/12/24	CTC741	1066		600.00	100.00	500.00	RECAM Seventh Day Adventist Group - Weekly hire of the Pavilion Hall from Sat
03/12/24	CTC742	1067		50.00	8.33	41.67	RECAM St Matthews Court - Hall Hire - Christmas Party
03/12/24	CTC739	1068		30.00	5.00	25.00	RECAM Birnscombe & Thrupp WI - Pavilion Hall Hire - Tuesday 10th of Decemb
03/12/24	CTC745	1069		20.00	3.33	16.67	RECAM Singing Mummies - Army Cox - Hall Hire - December
03/12/24	CTC738	1070		75.00	12.50	62.50	RECAM Michael Edwards - Hatha Yoga - Hall Hire:
03/12/24	CTC743	1072		25.00	4.17	20.83	RECAM Clare Harding - Hall Hire
03/12/24	CTC744	1073		25.00	4.17	20.83	RECAM Clare Harding - Hall Hire
03/12/24	CTC740	1074		120.00	20.00	100.00	RECAM The Neuroverse Hub - Hall Hire
04/12/24	CTC746	1071		1,800.00	300.00	1,500.00	RECAM Cainscross RFC - Annual Licence Fee: 2024-2025
09/12/24	Nov	1077	21/11/24	119.00	0.00	119.00	RECAM Donations - Cash Donations for Pump Track
09/12/24	Nov	1078	21/11/24	11.00	0.00	11.00	RECAM Community Council run events - Quiz - Donations to pump track

Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or before 12/12/24

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Invoiced Details	Payment Reference	Accrual Heading
1741	£3.99	£0.67	£3.32	12/12/23	Amazon	2 piece toilet seat screws	230/5 <input checked="" type="checkbox"/>
1839	£372.72	£62.12	£310.60	15/03/24	Peac Solutions UK Ltd	Phone system lease 26-04-24 - 150524	310/7 <input type="checkbox"/>
1957	£83.21	£13.87	£69.34	30/04/24	Onecom Ltd	Rugby Pavilion broadband	240/4 <input type="checkbox"/>
2042	£92.21	£15.37	£76.84	18/07/24	Onecom Ltd	Sports Pavilion Broadband	310/7 <input type="checkbox"/>
2095	£64.03	£0.00	£64.03	03/09/24	Water Plus	Used water and Surface water	230/2 <input type="checkbox"/>
2116	£144.36	£24.06	£120.30	31/08/24	M J Church	Trade waster	220/8 <input type="checkbox"/>
2118	£16,716.00	£2,786.00	£13,930.00	06/09/24	Arbutnot Latham & Co Ltd	Purchase of 3 x bus shelters - Tricorn House, Frome Gardens and Hunters Way	290/2 <input type="checkbox"/>
2152	£45.00	£0.00	£45.00	30/09/24	Gloucestershire Association of Parish & Town Councils	New Councillor Toolkit Training - C Mitchell	310/5 <input type="checkbox"/>
2167	£10.00	£1.67	£8.33	15/10/24	Graham Barnard	Refund of payment for C G Allotment gate jey (returned)	300/1 <input type="checkbox"/>
2177	£41.96	£6.99	£34.97	15/10/24	7 Office Supplies	Toilet Rolls and washing up liquid	230/5 <input type="checkbox"/>
2200	£41.99	£7.00	£34.99	01/11/24	Cloudy IT Ltd	Webhosting 01/11/24 - 30/11/24	310/7 <input type="checkbox"/>
2205	£400.00	£0.00	£400.00	27/06/24	GAPTC	Bespoke Training	310/5 <input type="checkbox"/>
2206	£30.00	£0.00	£30.00	29/05/24	GAPTC	VAT for VAT Registered Councils - Clerk	310/5 <input type="checkbox"/>
2207	£90.00	£0.00	£90.00	26/06/24	GAPTC	Being a Better Councillor - G. Lindsay	310/5 <input type="checkbox"/>
2218	£16.98	£2.83	£14.15	01/11/24	James & Owen Ltd	Diary and Lever Arch File	310/1 <input type="checkbox"/>
2219	£63.36	£0.39	£62.97	02/11/24	Water Plus	Water services	240/2 <input type="checkbox"/>

Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or before 12/12/24

Tn no	Gross	Vat	Net Cttee	Invoiced Details Date	Payment Accrual Heading Reference
2282	£74.60	£0.00	£74.60 FSP	PATA (UK) 12/12/24	December salaries 31/04
2284	£3,459.48	£0.00	£3,459.48 FSP	HMRC 12/12/24	December PAYE 31/04
2285	£2,107.57	£0.00	£2,107.57 FSP	Gloucestershire County Council 12/12/24	December LGPS 31/04
2286	£581.58	£0.00	£581.58 FSP	Nest Pensions 12/12/24	December Pensions 31/04
2288	£604.80	£100.80	£504.00 RECAM	Earth Anchors 26/11/24	Big Ben Bin and Liner 26/03
2289	£534.60	£89.10	£445.50 RECAM	All Done and Dusted Commercial Ltd 05/12/24	9 x Pavilion Cleaning 23/05
2290/1	£33.48	£5.58	£27.90 RECAM	M J Church	Trade Waste 25/06
2290/2	£33.48	£5.58	£27.90 RECAM	M J Church	Trade Waste 26/09
2290/3	£59.35	£9.89	£49.46 RECAM	M J Church	Trade waste 22/08
2290	£126.31	£21.05	£105.26	M J Church 25/11/24	Trade Waste 25/06
Total	£35,449.36	£3,369.63	£32,079.73		