

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on Wednesday 19 June commencing at 10.00am at The Pavilion in the Park, Victory Park.

Present: Councillors     D Dale  
D Balster  
G Lindsay

In Attendance:             Clerk  
Assistant Clerk

Apologies                     C Fewster  
Clive White

A Cross

**FSP27/24**     To elect a Chair of Committee

Councillor Balster proposed Councillor Dale. With no other nominations  
Councillor Dale took chairmanship of the committee.

**FSP28/24**     To elect a Vice-Chair of Committee

Councillor Lindsay proposed Councillor Balster. With no other nominations  
Councillor Balster agreed to take the role of Vice-Chair of the committee.

**FSP29/24**     To receive apologies

Apologies were received as above

**FSP30/24**     To approve the minutes of the last meeting of the Committee

Minutes of the last meeting of the committee were noted and approved.

**FSP31/24**     To receive any declarations of interest

None

**FSP32/24**     To receive any representations from member of the public

None present

**Finance matters**

**FSP33/24**     To verify and sign the bank reconciliation and original bank Statements

The bank statements and reconciliations for April and May 2024 for both the current and deposit account were approved and duly signed.

**FSP34/24**     To receive the financial report and consider expenditure in line with the budget

The financial report was scrutinised and duly approved.

**FSP35/24**     To approve and note invoiced income and expenditure transactions from 24<sup>th</sup> of April to the 6<sup>th</sup> of June

The income and expenditure transactions were noted and approved.

**FSP36/24**     To agree to write off bad debt

The Clerk reported a bad debtor from the hall hire who despite being chased several occasions continued to ignore payment. It was resolved to write this debt of £50 rather than spend any more time chasing it. The Clerk that the debtor had been blacklisted on the Hallmaster system so unable to book the hall in future.

on  
off  
confirmed  
would be

**FSP37/24** To consider enhanced data back up from Edge IT

After careful consideration it was resolved to take the additional security of enhanced backup as the cost was reasonable at £120.00 per annum and provided a safety net.

**FSP38/24** To confirm the date and time of the next meeting

The next meeting is scheduled for 16 bJuly 2024

Signed

Dated

DRAFT

## Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 24/04/24 and on or before 07/06/24

Tn no	Gross	Vat	Net/Ctee	Invoiced Date	Invoice Details	Net/Ctee	Vat	Gross	Payment Reference	Accrual Heading
1976	£594.00	£99.00	£495.00	31/05/24	All Done and Dusted Commercial Ltd	£495.00	£99.00	£594.00	Pavilion Cleaning June 2024	2305
1977	£3,516.00	£596.00	£2,920.00	31/05/24	Resonics Ltd	£2,920.00	£596.00	£3,516.00	Acoustic Installation	2305
1978	£45.00	£0.00	£45.00	29/05/24	PCPop.Com	£45.00	£0.00	£45.00	Troubleshoot Printer issues	3107
1979	£53.06	£9.85	£44.21	03/06/24	Fuel Genie Business Account Worldwide IT Services UK Ltd	£44.21	£9.85	£53.06	Fuel 01/05/24-31/05/24	3301
1980	£41.99	£7.00	£34.99	01/06/24	Cloudy IT Ltd	£34.99	£7.00	£41.99	Web Hosting June 2024	3107
1982	£138.00	£23.00	£115.00	05/06/24	Five Valley Signs & Labels	£115.00	£23.00	£138.00	Chuch Road car park sign	2905
1983	£66.00	£11.00	£55.00	30/06/24	The National Allotment Society	£55.00	£11.00	£66.00	Annual renewal for subscription	3003
1984	£42.45	£0.00	£42.45	03/06/24	Unity Trust Bank	£42.45	£0.00	£42.45	Bank charges 05/03/24-03/06/24	3102
1985	£65.55	£0.00	£65.55	04/06/24	PATA (UK)	£65.55	£0.00	£65.55	June 2024 Payroll with Pension Service	3104
1986/1	£96.64	£16.44	£82.20	RECAM	Smith's (Gloucester) Ltd	£82.20	£16.44	£96.64	Trade Waste	2208
1986/2	£42.60	£7.10	£35.50	RECAM	Smith's (Gloucester) Ltd	£35.50	£7.10	£42.60	Trade Waste	2506
1986/3	£95.20	£14.20	£71.00	RECAM	Smith's (Gloucester) Ltd	£71.00	£14.20	£95.20	Trade Waste	2609
1986	£226.44	£37.74	£188.70	31/05/24	Smith's (Gloucester) Ltd	£188.70	£37.74	£226.44	Trade Waste	DD2403165 MITHS
<b>Total</b>	<b>£8,846.07</b>	<b>£841.87</b>	<b>£8,004.20</b>							

Signature

Date

Signature

Date

## Unpaid Expenditure Transactions

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Tn no	Gross	Vat	Net/Ctee	Invoiced Date	Invoice Details	Net/Ctee	Vat	Gross	Payment Reference	Accrual Heading
1921	£2,623.73	£0.00	£2,623.73	13/05/24	HIRC	£2,623.73	£0.00	£2,623.73	PAYE 06/05/24 - 05/06/24	3104
1942	£90.00	£0.00	£90.00	20/05/24	D Thornton	£90.00	£0.00	£90.00	Drinking water testing Rugby Pavilion	2402
1943	£55.30	£9.22	£46.08	15/05/24	Konica Minolta Business Solutions (UK) Ltd	£46.08	£9.22	£55.30	Copy and Print	3101
1944	£121.32	£20.22	£101.10	19/05/24	Konica Minolta Business Solutions (UK) Ltd	£101.10	£20.22	£121.32	Photocopier rental 16/05/24 - 15/08/24	3101
1945	£25.86	£4.31	£21.55	03/05/24	7 Office Supplies	£21.55	£4.31	£25.86	Laminating plchtes	3101
1954	£40.00	£0.00	£40.00	23/05/24	Canscress Alotments	£40.00	£0.00	£40.00	Re-payment of fees paid to us by allotment holder in error	3002
1955/1	£287.75	£0.00	£287.75	RECAM	D Thornton	£287.75	£0.00	£287.75	Legionella Risk Assessment	2305
1955/2	£287.75	£0.00	£287.75	RECAM	D Thornton	£287.75	£0.00	£287.75	Legionella Risk Assessment	2404
1955	£575.50	£0.00	£575.50	23/05/24	D Thornton	£575.50	£0.00	£575.50	Legionella Risk Assessments for both Pavilions	2305
1956	£11.57	£0.00	£11.57	16/05/24	Water Plus	£11.57	£0.00	£11.57	User water / surface water drainage	2302
1957	£83.21	£13.87	£69.34	RECAM	Oreacm Ltd	£69.34	£13.87	£83.21	Rugby Pavilion broadband	2404
1958	£39.00	£5.50	£32.50	RECAM	Shoud Alarms	£32.50	£5.50	£39.00	Programme intruder alarm fobs	2305
1960/1	£90.00	£0.00	£90.00	RECAM	D Thornton	£90.00	£0.00	£90.00	Legionella Sample testing	2305
1960/2	£90.00	£0.00	£90.00	RECAM	D Thornton	£90.00	£0.00	£90.00	Legionella sample testing	2404
1960	£180.00	£0.00	£180.00	27/05/24	D Thornton	£180.00	£0.00	£180.00	Legionella Samples	2305
1961	£90.93	£15.16	£75.77	RECAM	7 Office Supplies	£75.77	£15.16	£90.93	Cleaning equipment	2305
1962	£110.00	£0.00	£110.00	RECAM	Chris Album Singer	£110.00	£0.00	£110.00	Live singer for Music and More 1 x 50 minute set	221
1975	£6.16	£0.00	£6.16	RECAM	WaterPlus	£6.16	£0.00	£6.16	Used water	2402

Signature

Date

Signature

Date

## Invoices with a ledger date on or after 24/04/24 and on or before 07/06/24

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	C
24/04/24	CTC586	864		-25.00	-4.17	-20.83	RECAM A
29/04/24	April 2024	880	24/04/24	159,185.00	0.00	159,185.00	FULL S
01/05/24	CTC594	867	03/05/24	25.00	4.17	20.83	RECAM V
01/05/24	CTC595	868	03/05/24	37.50	6.25	31.25	RECAM P
01/05/24	CTC596	869	10/05/24	187.50	31.25	156.25	RECAM K
01/05/24	CTC597	870	20/05/24	30.00	5.00	25.00	RECAM B
01/05/24	CTC598	871	01/05/24	25.00	4.17	20.83	RECAM M
01/05/24	CTC599	872	01/05/24	30.00	5.00	25.00	RECAM S
03/05/24	PO3/5/24	879	03/05/24	108.00	0.00	108.00	RECAM C
08/05/24	CTC600	873	09/05/24	40.62	6.77	33.85	RECAM J
09/05/24	CTC603	875	14/05/24	20.00	3.33	16.67	RECAM T
09/05/24	CTC602	876		40.00	6.67	33.33	RECAM H
09/05/24	CTC601	877	14/05/24	22.50	3.75	18.75	RECAM S
14/05/24	CTC604	878	20/05/24	10.00	1.67	8.33	RECAM B
30/05/24	June	899	04/06/24	1,000.00	0.00	1,000.00	RECAM G
01/06/24	June	909		107.00	17.83	89.17	RECAM C
03/06/24	CTC607	884	03/06/24	250.00	41.67	208.33	RECAM K
03/06/24	CTC609	885	17/05/24	70.00	11.67	58.33	RECAM F
03/06/24	CTC610	886		37.50	6.25	31.25	RECAM F
03/06/24	CTC608	887	04/06/24	100.00	16.67	83.33	RECAM E
03/06/24	CTC606	888		50.00	8.33	41.67	RECAM N
03/06/24	CTC605	889		150.00	25.00	125.00	RECAM N
03/06/24	CTC494	890	23/05/24	-12.50	-2.08	-10.42	RECAM N
03/06/24	CTC611	891	04/06/24	30.00	5.00	25.00	RECAM S
03/06/24	CTC612	892		20.00	3.33	16.67	RECAM C

## INVOICED INCOME I TRANSACCIONES

Invoices with a ledger date on or after 24/04/24 and on or before 07/06/24

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)
03/06/24	CTC613	893		20.00	3.33	16.67 RECAN
03/06/24	CTC614	894	05/06/24	75.00	12.50	62.50 RECAN
04/06/24	CTC615	895		30.00	5.00	25.00 RECAN
04/06/24	CTC617	896		35.00	5.83	29.17 RECAN
04/06/24	CTC618	897		40.00	6.67	33.33 RECAN
04/06/24	CTC616	898		40.00	6.67	33.33 RECAN
05/06/24	CTC619	900		80.00	0.00	80.00 FSP
05/06/24	CTC620	901		20.00	0.00	20.00 FSP
05/06/24	CTC621	902		40.00	0.00	40.00 FSP
05/06/24	CTC622	903		20.00	0.00	20.00 FSP
05/06/24	CTC623	904		100.00	0.00	100.00 FSP
05/06/24	CTC624	905		20.00	0.00	20.00 FSP
05/06/24	CTC625	906		40.00	0.00	40.00 FSP
05/06/24	CTC626	907		60.00	0.00	60.00 FSP
05/06/24	CTC627	908		20.00	0.00	20.00 FSP
06/06/24	CTC628	910		1,120.00	186.67	933.33 RECAN
<b>Total</b>				163,298.12	434.20	162,863.92