

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on Wednesday 26th February commencing at 10.00am at The Pavilion in the Park, Victory Park.

Present: Councillors A Cross
 D Balster
 C Fewster
 G Lindsay
 C White

In Attendance: Clerk

Apologies D. Dale

FSP115/25 To note apologies
 Apologies were noted and accepted as above

FSP116/25 To approve the minutes of the last meeting of the Council
 The minutes of the last meeting of the committee were noted and approved.

FSP117/25 To receive any declarations of interest
 None

FSP118/25 To receive any representations from members of the public
 None present

Finance & Policy Matters

FSP119/25 To verify and sign the bank reconciliation and original bank statement
 The bank statement and reconciliations for January 2025 were verified and signed.

FSP120/25 To receive the financial report and consider expenditure in line with the budget (Financial Status Comparison Report)
 The financial report was scrutinised and approved.

FSP121/25 To approve and note invoiced income and expenditure transactions from 28 January – 12 February 2025
 Members approved the payments.

FSP122/25 To approve an End of Year Finance Package
 It was resolved to approve the silver package at a cost of £150.

FSP123/25 To approve a retrospective payment to Lemon Bookings
 Due to the urgency of updating the booking system to make it accessible through our new website, the Assistant Clerk had previously emailed Councillors to get their approval. The order and payment were retrospectively approved.

Staffing Matters

FSP124/25 To further consider the Project Officer hours following the decision on the 17 September to continue with a four-day week for a further 6 months
Members agreed that larger projects were now either completed or well under way but resolved to extend the Project Officers four-day week for a further three months so she can continue to actively manage the projects.

FSP125/25 To confirm the date and time of the next committee meeting
The next meeting will be held on Wednesday 19th March at 10.30am

Signed

Dated

Unpaid Expenditure Transactions

Start of year 01/04/24

Invoices with a ledger date on or before 12/02/25

Tn no	Gross	Vat	Net Citee	Invoiced Date	Details	Payment Reference	Accrual Heading
1839	£372.72	£62.12	£310.60 FSP	15/03/24	Peac Solutions UK Ltd	Phone system lease 26-04-24 - 150524	310/7
2218	£16.98	£2.83	£14.15 FSP	01/11/24	James & Owen Ltd	Diary and Lever Arch File	310/1
2224	£5.00	£0.83	£4.17 RECAM	06/11/24	Mrs Deborah K Balster	Scissors, tongs and spatula	230/7
2325	£360.00	£0.00	£360.00 FSP	07/01/25	Society Of Local Council Clerks	J Marshall - Annual Membership	310/6
2326	£360.00	£60.00	£300.00 FSP	14/01/25	Society Of Local Council Clerks	Emily CiLCA Portfolio Course	310/5
2340	£13.80	£2.30	£11.50 RECAM	23/01/25	C.E.F. Stroud	28W T8 4 Pin Bulbs	240/4
2347	£6.52	£1.08	£5.44 RECAM	28/01/25	Wolseley	Valves for Lincat water boiler	230/5
2348	£3,456.28	£0.00	£3,456.28 FSP	28/01/25	HMRC	January PAYE	310/4
2349	£90.48	£0.00	£90.48 FSP	14/01/25	PATA (UK)	January 2025 Payroll	310/4
2350/1	£33.48	£5.58	£27.90 RECAM		M J Church	Trade Waste	260/9
2350/2	£64.10	£10.68	£53.42 RECAM		M J Church	Trade Waste	220/8
2350/3	£33.48	£5.58	£27.90 RECAM		M J Church	Trade Waste	250/6
2350	£131.06	£21.84	£109.22	19/01/25	M J Church	Trade Waste	260/9
2351	£1,340.56	£223.43	£1,117.13 RECAM	20/01/25	Opus Energy Ltd	Electricity 20 December - 19 January	230/4
2352	£478.80	£79.80	£399.00 FSP	21/01/25	Aubergine 262 Ltd	Annual Website subscription for www.caincross-pc.gov.uk plus 2 hours of support and 2GB data storage (12 months from 20/01/25)	310/7
2354	£65.47	£10.92	£54.55 RECAM	19/01/25	Trade UK	Reusable polybag and Leaf Rake	220/2
2356	£194.44	£24.58	£169.86 RECAM	02/01/25	Water Plus	Water charges	230/2
Signature					Signature		
Date							

Invoiced Income Transactions

Start of year 01/04/24

Invoices with a ledger date on or after 28/01/25 and on or before 12/02/25

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
28/01/25	CF20240116071108		01/01/25	5,000.00	0.00	5,000.00 RECAM	Sport England - Grant Remittance for Pump Track
30/01/25	CTC730	1111	01/01/25	-10.00	-1.67	-8.33 RECAM	Sue Barker - Contra 1054, Stall for Cainscross Craft Fair
30/01/25	CTC690	1112	01/01/25	-25.00	-4.17	-20.83 RECAM	Luke Kemp - Contra 993, Sound Journey with Luke
30/01/25	CTC718	1113	01/01/25	-25.00	-4.17	-20.83 RECAM	Luke Kemp - Contra 1035, Sound Journey with Luke
30/01/25	CF20240116071114		01/01/25	-5,000.00	0.00	-5,000.00 RECAM	Sport England - Contra 1108, Grant Remittance for Pump Track
03/02/25	CTC686	1115	01/01/25	-20.00	-3.33	-16.67 RECAM	Cirencester & Stroud Branch Parkinson's UK - Contra 989, Hall hire - Tu
04/02/25		1117	01/02/25	-218.75	-36.46	-182.29 RECAM	Kumon Maths - Karen Maggs - Contra 866, Hall Hire - 3.30-6pm on:
04/02/25	CTC599	1118	01/02/25	-30.00	-5.00	-25.00 RECAM	Stroud Association of School C/O Cashes Green - Contra 872, Hall hire
04/02/25	CTC718	1119		25.00	4.17	20.83 RECAM	Luke Kemp - Contra 1113, Contra 1035, Sound Journey with Luke
05/02/25	CTC766	1120		25.00	4.17	20.83 RECAM	Wednesday Wives - Hall Hire 5th February 2025
07/02/25	CTC768	1121		68.75	11.46	57.29 RECAM	Pretymol Francis - Hall Hire -
Total				-210.00	-35.00	-175.00	