



Minutes of the meeting of the  
**Finance and Policy Committee**  
23<sup>rd</sup> September 2024

**Present**

Councillors Tony Davey, Sue Fenton, Liz Hillary, Craig Horrocks, Chris Minett and Lucas Schoemaker (Chair)

**Absent**

None

**In attendance**

Helen Bojaniwska (CEO, Town Clerk), Ben Challis (Programme Manager)

**1. Apologies**

Apologies were received from Cllr Ananthan (personal)

**2. Declarations of interest**

None received.

**3. Questions from the public**

None received.

**4. Approval of minutes**

The minutes of the meeting of the Finance and Policy Committee held on 3<sup>rd</sup> June 2024, previously circulated, were **approved** and signed by the Chair.

**5. Budget monitoring report to end August 2024**

The report was noted.

**6. Approval of payments**

The CEO answered questions about payments and explained why the Committee is required to approve them.

**Actions:**

CEO to check why some items show the purchase order number instead of a description of the purchase.

CEO to check why there is more than one monthly payment to Microsoft.

CEO to distribute link to recording of finance training.

Payments from May to August 2024 as shown in **Appendix 1** were **approved**.

**7. Receipts**

Receipts from May to August 2024 were noted.

## **8. Bank reconciliation at the end of August 2024**

The bank reconciliation was **approved**.

## **9. To receive a verbal report from the CEO**

The CEO had nothing further to report.

## **10. To consider a report on Data Protection**

The Committee considered a proposal to contract One West to provide a Full DPO service for 12 months and 3 days consultancy on a Cyber Security Assessment at a total fee of £2,400. It was felt that using an external consultant would avoid a potential conflict of interest with the Council's current IT providers.

It was **agreed** to progress the contract, subject to satisfactory references.

**Action:** CEO to check the current frequency and retention periods for backups.

## **11. To approve an updated document retention policy**

An updated Document Retention Policy, with additional content relating to HR records was **approved**.

## **12. To consider a financial report relating to relocation and consider potential budget virements**

The CEO provided a verbal update on relocation. It was noted that the cost estimates for a full refurbishment were over budget, so a phased approach was being researched. The Committee considered a proposal to vire budgets from other cost centres to support works at the new office and depot.

It was **agreed** to recommend to Council budget virements listed in **Appendix 2** totalling £121,326.

It was **agreed** to recommend to Council giving notice on the lease for the depot at Libbys Drive.

It was **agreed** to authorise the CEO to negotiate on repairs to a retaining wall on the boundary of the car park at Locking Hill.

The CEO was advised to make reference to the cost of a comparable refurbishment of Thanet House in communications.

## **13. To receive a report on a review of the Council's Strategy, including community engagement**

It was **agreed** to progress a review of the Council's Strategy and a timetable was **approved**.

## **14. To consider a report on fraud prevention**

The Committee considered a draft Fraud Prevent Policy. Concerns were raised about requirements for bankruptcy and credit checks for councillors. The CEO explained that bankruptcy excludes people from being elected or co-opted as councillors.

Approval of the policy was **deferred** to the next meeting.

**Actions:** The CEO was asked to provide more information on whether other councils carry out bankruptcy and credit checks for councillors, whether Stroud District Council check election candidates for bankruptcy and what measures can be taken if the CEO's status is under question.

**15. To consider draft amendments to Financial Regulations for recommendation to Council**

Draft amendments were reviewed.

**Actions:** The CEO was asked to delete a repetition of "and must" in paragraph 4.8.

It was **agreed** to recommended the amended Financial Regulations to Council.

**16. To consider draft amendments to Standing Orders for recommendation to Council**

Draft amendments were reviewed.

**Actions:** The CEO was asked to return the limit in paragraph 18 for obtaining 3 quotations from £3,000 to £8,000 as shown in the current document, and to include a table to provide more clarity on the quotation requirements.

It was **agreed** to recommended the amended Standing Orders to Council.

The meeting ended at 9.08pm

Chair .....

Date .....

## Appendix 1 – Payments

Date Paid	Payee Name	Ref	Amount	Detail
01/05/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
01/05/2024	Water Plus - Thanet House 0152	1632	£23.58	Purchase Ledger DDR Payment
01/05/2024	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
01/05/2024	SDC	DD	£480.00	SDC rates 58a-b
01/05/2024	Midcounties Co-operative	872	£2.50	Consumables
01/05/2024	Pound Farm Shop and Plant Cent	524	£69.50	Plants
02/05/2024	Post Office Ltd	1874	£3.69	Postage
07/05/2024	Allstar Business Solutions Ltd	2183	£203.92	Fuel
08/05/2024	Ikea Ltd	1937	£27.00	Picture frames
09/05/2024	SGW Payroll Ltd.	8541	£63.30	Payroll month 1
10/05/2024	Hawkwood College	BACS	£500.00	Grant
10/05/2024	REDACTED	BACS	£4.50	Expenses
10/05/2024	Trinity Rooms	BACS	£200.00	TR accessibility audit
10/05/2024	Alan Price	1356	£3,080.00	Grave digging
10/05/2024	Citation Limited	667	£1,794.00	4937
10/05/2024	Cotswold Flame	404	£620.53	Legionella risk remedial works
10/05/2024	Frampton Consultants Ltd	1478	£120.00	Damp survey
10/05/2024	HHGL Limited	59/65	£148.50	Site material and tools
10/05/2024	JAMES & OWEN LTD	20241	£77.21	Stationery
10/05/2024	Lister Wilder	2269	£342.54	Vehicle repairs
10/05/2024	McCarthy Marland Recycling Ltd	6160	£316.50	Skip exchange
10/05/2024	Mrs Patricia Phipps	RENT	£2,875.00	Depot rent
10/05/2024	Playsafety Ltd	8456	£492.00	Annual inspections
10/05/2024	Silver Tree Services (STS) Ltd	4786	£1,560.00	Monolith ash trees cemetery
10/05/2024	Stroud Congregational Church	100	£40.00	Hall hire
10/05/2024	Thirsty Work Ltd	4704	£79.80	Water
10/05/2024	Travis Perkins Trading Co Ltd.	3758	£126.11	Site materials
10/05/2024	DCK Accounting Solutions Ltd	1226	£630.00	4916
15/05/2024	SDC	DD	£1,117.00	SDC rates cemetery and depot
15/05/2024	Payroll	DD	£24,555.50	Payroll May
15/05/2024	Survey Monkey Europe	400	£665.38	Annual subscription
16/05/2024	TOWN CLERK IMPREST	Top up	£1,000.00	Top up Clerk's account SD
17/05/2024	LGPS	DD	£7,451.98	Pension contribution
20/05/2024	Renault Finance	5152	£30.00	Battery hire

Date Paid	Payee Name	Ref	Amount	Detail
21/05/2024	Ecotricity - Lobby - 10190574	6523	£30.94	Electricity
21/05/2024	Ecotricity - Gas Thanet 101976	6606	£120.13	Gas
21/05/2024	Ecotricity - Flat A - 10191020	6672	£143.65	Electricity
21/05/2024	Ecotricity - Flat B - 10152716	6773	£47.43	Electricity
21/05/2024	Ecotricity - Libbys Drive 1014	6834	£185.99	Electricity
21/05/2024	Ecotricity - Office - 10153686	6992	£205.30	Electricity
22/05/2024	HMRC	BACS	£7,385.84	PAY/NIC May
22/05/2024	REDACTED	BACS	£13.37	Expenses
22/05/2024	REDACTED	BACS	£15.75	Expenses
22/05/2024	Stroud Show	BACS	£1,500.00	Grant
22/05/2024	Beau's Bakehouse	5643	£33.30	Cakes for Town Meeting
22/05/2024	Chubb Fire & Security Ltd.	2657	£215.19	Fire safety upgrades
22/05/2024	D A Cook Heating Ltd	8514	£76.80	Central heating service
22/05/2024	GLOUCESTERSHIRE COUNTY	8851	£130.00	First aid training KB
22/05/2024	Hattie Nicholson	3	£145.00	Annual Report
22/05/2024	JobLadder Ltd	7404	£452.40	Recruitment fundraiser
22/05/2024	Pipercom Ltd	2229	£618.31	IT services
22/05/2024	The Salvation Army	354	£720.00	Hall hire for community cafe
22/05/2024	Simbora Samba	515	£100.00	Performance at town meeting
22/05/2024	Smiths (Gloucester) Ltd	5696	£18.00	Recycling
22/05/2024	Stroud Congregational Church	5	£40.00	Hall hire
22/05/2024	Tim Clevely	1181	£85.00	Window frames
22/05/2024	Travis Perkins Trading Co Ltd.	3758	£343.65	Street art boards
22/05/2024	Wood Construction	4906	£768.98	Water leak Uplands Allotments
22/05/2024	SDC	DD	£720.00	SDC rates Thanet House
22/05/2024	Microsoft Ireland Operations L	M7Q	£117.60	Monthly subscription
22/05/2024	Microsoft Ireland Operations L	SZV	£6.62	Monthly subscription
23/05/2024	REDACTED	BACS	£46.00	Refund STC249 paid twice
23/05/2024	Home Bargains	2882	£9.86	Consumables
23/05/2024	Microsoft Ireland Operations L	VBF	£135.96	Monthly subscription
23/05/2024	Stroud District Council	5782	£300.00	Parking season ticket
23/05/2024	Sunshine Health Shop	2883	£2.65	Washing up liquid
23/05/2024	Waitrose & Partners	2881	£38.20	Refreshments

Date Paid	Payee Name	Ref	Amount	Detail
28/05/2024	Lister Unified Communications	8994	£270.72	Mobile phones
28/05/2024	LinkedIn Ireland Unlimited Com	4134	£105.19	Fundraiser
29/05/2024	Konica Minolta Business Soluti	4203	£103.90	Photocopier
29/05/2024	Lloyds Bank	TRANSF ER	£200,000.0 0	Transfer to fixed term deposit
30/05/2024	Land Registry	5010	£6.00	Title register and plan
30/05/2024	Land Registry	5181	£6.00	Title register and plan
03/06/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
03/06/2024	Water Plus - Thanet House 0152	1632	£23.58	Purchase Ledger DDR Payment
03/06/2024	Water Plus - cemetery standtap	3924	£30.99	Purchase Ledger DDR Payment
03/06/2024	SDC	DD	£480.00	SDC rates 58a-b
04/06/2024	Colors	658	£2,000.00	Summer planting maintenance
04/06/2024	Cotswold Players	1772	£498.00	Hire of Playhouse
04/06/2024	Down to Earth Stroud	424	£124.80	Gardening assistance
04/06/2024	Easy Window Cleaning	127	£36.00	4924
04/06/2024	Arthur J Gallagher Insurance B	2077	£385.28	Insurance
04/06/2024	HHGL Limited	1192	£20.00	Site materials
05/06/2024	J Laight	524	£350.00	Windows
05/06/2024	The Management Centre	2018	£504.00	Certificate Emerging Managers
05/06/2024	Outplacement First	6293	£714.00	4944
05/06/2024	Primary Water Solutions Ltd	1898	£256.50	Quarterly review
05/06/2024	SLCC Enterprises Ltd	91/21	£701.00	Qualification fee HB
05/06/2024	Solum Surveying Limited	2372	£660.00	4938
05/06/2024	Somerset County Council	3135	£262.80	4848
05/06/2024	Thirsty Work Ltd	3542	£7.80	Rental charges
05/06/2024	Thousand Word Media Ltd	4679	£352.80	Photography at awards
05/06/2024	Wheatley Printers Ltd.	409	£86.00	Annual reports
05/06/2024	Samsung UK Store	7736	£303.99	Mobile phones
05/06/2024	Solopress	8717	£35.16	Banner
06/06/2024	TOWN CLERK IMPREST	Top Up SD	£1,000.00	Top up Clerk's Account
07/06/2024	Chubb Fire & Security Ltd.	6873	£195.57	Fire safety
07/06/2024	GPFA	624	£50.00	Playground inspection training
07/06/2024	Allstar Business Solutions Ltd	8221	£254.37	Fuel
10/06/2024	SGW Payroll Ltd.	615	£63.30	Payroll month 2
10/06/2024	Screwfix Direct Ltd	3772	£39.99	Work trousers

Date Paid	Payee Name	Ref	Amount	Detail
10/06/2024	Zoom Video Communications Inc	7206	£311.76	Subscription
10/06/2024	Guardian Jobs	3327	£750.00	Advertising
11/06/2024	Fone Hub Gloucester Ltd	892	£9.00	Screen protector
11/06/2024	Fone Hub Gloucester Ltd	894	£10.00	Data transfer
11/06/2024	Fone Revive	5170	£10.00	Phone case
14/06/2024	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top up Clerk's account
14/06/2024	NALC	BACS	-£294.00	50% refund cancelled training
14/06/2024	Payroll	DD	£26,276.87	Payroll June
14/06/2024	Gardeners Dream	9152	£99.90	Litter pickers
17/06/2024	PWLB	DD	£9,881.45	Loan repayment
17/06/2024	SDC	DD	£1,117.00	SDC rates cemetery and depot
19/06/2024	Craftology	BACS	£250.00	Grant
19/06/2024	GCC	BACS	£180.00	Refund - STC263 cancelled
19/06/2024	REDACTED	BACS	£29.00	Expenses
19/06/2024	HMRC	BACS	£7,486.97	PAYE/NIC June
19/06/2024	REDACTED	BACS	£176.98	Expenses
19/06/2024	Hygiene Bank	BACS	£1,000.00	Grant
19/06/2024	Periscope	BACS	£335.00	Grant
19/06/2024	REDACTED	BACS	£26.40	Expenses
19/06/2024	Stroud Paint Festival	BACS	£38.40	CN Grant
19/06/2024	Stroud Pride	BACS	£1,300.00	Grant
19/06/2024	Top of Town Community	BACS	£1,000.00	Grant
19/06/2024	Trinity Rooms	BACS	£900.00	Grant
19/06/2024	BAILEY PARTNERSHIP	1787	£726.00	Project management
19/06/2024	Cainscross Town Council	622	£20.00	GAPTC training
19/06/2024	Coleman Jones	4411	£3,480.00	4948
19/06/2024	Don Ruffles Ltd	7664	£344.40	Shredder
19/06/2024	iHasco	8804	£1,500.00	4945
19/06/2024	JAMES & OWEN LTD	312	£209.94	Stationery
19/06/2024	MK Illumination UK Ltd	1956	£240.17	Christmas lights
19/06/2024	Occupational Health Assessment	2264	£30.00	Medical certificate JP
19/06/2024	Pipercom Ltd	2271	£572.20	IT support
19/06/2024	Premier Paper Group Ltd	813	£134.58	4947
19/06/2024	SLCC Enterprises Ltd	6371	£42.00	Listening comms plan KB
19/06/2024	Smiths (Gloucester) Ltd	8481	£310.01	Annual duty of care recycling
19/06/2024	Stroud Subscription Rooms Trus	1531	£185.50	Room hire

Date Paid	Payee Name	Ref	Amount	Detail
19/06/2024	Travis Perkins Trading Co Ltd.	490	£615.64	Supplies street art
19/06/2024	Zurich Municipal	6722	£15,684.07	Insurance
19/06/2024	Renault Finance	5152	£30.00	Battery hire
19/06/2024	LGPS	DD	£7,973.04	Pension contribution
20/06/2024	Ecotricity - Flat A - 10191020	464	£68.23	Electricity
20/06/2024	Ecotricity - Lobby - 10190574	4962	£32.24	Electricity
20/06/2024	Ecotricity - Gas Thanet 101976	5058	£58.00	Gas
20/06/2024	Ecotricity - Flat B - 10152716	5217	£47.48	Electricity
20/06/2024	Ecotricity - Libbys Drive 1014	5280	£172.20	Electricity
20/06/2024	Ecotricity - Office - 10153686	5437	£189.68	Electricity
24/06/2024	Microsoft Ireland Operations L	CMB	£126.51	Monthly subscription
24/06/2024	Microsoft Ireland Operations L	F9G	£7.08	Monthly subscription
24/06/2024	Microsoft Ireland Operations L	FQ1	£114.43	Monthly subscription
26/06/2024	Konica Minolta Business Soluti	08/13	£120.24	Photocopier
26/06/2024	Lister Unified Communications	99	£244.72	Mobile phones
26/06/2024	Lloyds	BACS	£100,000.00	Fixed term deposit
30/06/2024	SDC	DD	£720.00	SDC rates Thanet House
01/07/2024	Fleet Solicitors LLP	3041	£1,440.00	Counsel fees
01/07/2024	Water Plus - cemetery standtap	3924	£1.95	Purchase Ledger DDR Payment
01/07/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
01/07/2024	Water Plus - Thanet House 0152	1632	£36.78	Purchase Ledger DDR Payment
01/07/2024	SDC	DD	£480.00	SDC rates 58a-b
01/07/2024	Fone Hub Gloucester Ltd	8900	£15.00	Phone accessory
01/07/2024	Waitrose & Partners	8899	£16.00	Consumables
03/07/2024	Timpson	8794	£18.00	Key cutting
04/07/2024	Post Office Ltd	3904	£7.69	Litter picker return
04/07/2024	Waitrose & Partners	3903	£13.40	Consumables
05/07/2024	SGW Payroll Ltd.	2506	£63.30	Payroll month 3
05/07/2024	Post Office Ltd	4905	£4.88	Postage
08/07/2024	Allstar Business Solutions Ltd	3930	£113.79	Fuel
08/07/2024	Sainsbury's Supermarkets Ltd	5906	£2.50	Consumables
11/07/2024	The Yard House	2024	£5,647.20	Hanging baskets and troughs



Date Paid	Payee Name	Ref	Amount	Detail
12/07/2024	REDACTED	FPO	£28.20	Expenses
12/07/2024	REDACTED	FPO	£12.79	Expenses
12/07/2024	REDACTED	FPO	£89.30	Expenses
12/07/2024	REDACTED	FPO	£45.43	Supplies for community cafe
12/07/2024	Stroud Against Racism	FPO	£1,250.00	GRANT
12/07/2024	Alan Price	1372	£3,080.00	Grave digging
12/07/2024	Breakthrough Communications	29/30	£175.20	Crisis Comms webinar KB
12/07/2024	DENIS BROWN & SON	2955	£10.50	Site materials
12/07/2024	Down to Earth Stroud	524	£441.60	Gardening assistance
12/07/2024	Extended Works Ltd	1127	£1,350.00	4953
12/07/2024	GAPTC	539	£45.00	Planning in Plain English LH
12/07/2024	GLASDON UK LTD	8326	£406.51	Dog waste bins
12/07/2024	Good On Paper	1773	£88.00	4956
12/07/2024	JAMES & OWEN LTD	394	£235.96	Stationery
12/07/2024	Nailsworth Garden Machinery	4562	£50.00	Site materials
12/07/2024	Play Gloucestershire	337	£4,044.84	4934
12/07/2024	Precision	605	£84.50	Winding Sims Clock
12/07/2024	The Salvation Army	354	£630.00	Hall hire for community cafe
12/07/2024	Scott Total Security Ltd	2719	£4,056.00	4960
12/07/2024	SEVERN TRENT WATER	6343	£83.64	Water charges 58a
12/07/2024	SEVERN TRENT WATER	2859	£200.95	Water charges 58b
12/07/2024	SLCC Enterprises Ltd	6466	£78.00	Youth engagement KB
12/07/2024	Smiths (Gloucester) Ltd	7768	£18.00	Recycling
12/07/2024	Somerset County Council	3185	£96.00	Nox tub analysis
12/07/2024	Stroud Alarms Fire and Securit	14	£204.19	Emergency lighting contract
12/07/2024	Thirsty Work Ltd	1783	£55.80	Water
12/07/2024	Tim Bendle Forestry & Arboricu	71	£200.00	4951
12/07/2024	T.W.HAWKINS & SONS	3417	£363.42	Grass cutting Uplands
15/07/2024	SDC	DD	£1,117.00	SDC rates cemetery and depot
15/07/2024	Payroll	DD	£22,554.09	Payroll July
18/07/2024	BPE Solicitors	FPO	£52,500.00	Deposit Locking Hill
18/07/2024	Meta Platforms Ireland Ltd	5799	£8.00	Advertisement
18/07/2024	Screwfix Direct Ltd	3776	£77.15	Boots and gloves
19/07/2024	LGPS	DD	£7,981.82	Pension contribution
19/07/2024	Water Plus - Park Gardens 0322	8124	£12.75	Water

Date Paid	Payee Name	Ref	Amount	Detail
19/07/2024	Renault Finance	5152	£30.00	Battery hire
19/07/2024	Post Office Ltd	8909	£8.95	Postage
22/07/2024	TOWN CLERK IMPREST	Top Up	£500.00	Top up Clerk's Account LD
22/07/2024	Ecotricity - Lobby - 10190574	8198	£31.12	Electricity
22/07/2024	Ecotricity - Gas Thanet 101976	8274	£3.35	Gas
22/07/2024	Ecotricity - Flat A - 10191020	8342	£52.99	Electricity
22/07/2024	Ecotricity - Flat B - 10152716	8427	£45.38	Electricity
22/07/2024	Ecotricity - Libbys Drive 1014	8482	£161.41	Electricity
22/07/2024	Ecotricity - Office - 10153686	8646	£177.71	Electricity
22/07/2024	SDC	DD	£720.00	SDC rates Thanet House
23/07/2024	HMRC	FPO	£6,685.93	PAYE/NIC July
23/07/2024	REDACTED	FPO	£23.80	Expenses
23/07/2024	REDACTED	FPO	£222.78	Final salary
23/07/2024	Coleman Jones	4438	£900.00	4958
23/07/2024	DENIS BROWN & SON	2935	£7.38	Site materials
23/07/2024	Lee Kirby	2024	£35.00	Cornhill welcome sign
23/07/2024	McCarthy Marland Recycling Ltd	7228	£316.50	Skip exchange
23/07/2024	THE NATIONAL SOCIETY OF	1096	£66.00	Membership
23/07/2024	Pipercom Ltd	2314	£607.66	IT services
23/07/2024	SLCC Enterprises Ltd	10/11	£908.00	Practitioners conference
23/07/2024	SLCC Enterprises Ltd	8901	£357.00	4967
23/07/2024	Somerset County Council	3231	£96.00	Nox tube analysis
23/07/2024	The Suzy Lamplugh Trust	2359	£1,560.00	4952
23/07/2024	Thousand Word Media Ltd	4667	£277.20	Headshots
23/07/2024	Travis Perkins Trading Co Ltd	7608	£35.27	Site materials
23/07/2024	Wood Construction	4911	£2,688.98	4971
23/07/2024	Microsoft Ireland Operations L	SFQ	£123.60	Monthly subscription
23/07/2024	Microsoft Ireland Operations L	T6U	£123.48	Monthly subscription
23/07/2024	Flexispot Ltd	1852	£209.98	Desk
23/07/2024	Who Gives a Crap Ltd	8129	£44.00	Toilet paper
23/07/2024	The Wipe Shop	7070	£41.97	Paper towel
24/07/2024	Polybags Ltd	4775	£440.15	Rubbish bags
25/07/2024	TOWN CLERK IMPREST	Top UP SD	£1,000.00	Top up Clerk's Account

Date Paid	Payee Name	Ref	Amount	Detail
25/07/2024	Lister Unified Communications	1194	£243.44	Mobile phones
26/07/2024	BPE Solicitors	CHAPS	£484,135.70	Completion - Locking Hill
26/07/2024	LLOYDS BANK	DD	£30.00	Charge for CHAPS payment
26/07/2024	Gardeners Dream	DEB	-£99.90	Refund items returned
29/07/2024	Midcounties Co-operative	724	£5.40	Consumables
31/07/2024	SGW Payroll Ltd.	4379	£61.32	Payroll month 4
01/08/2024	SGW Payroll Ltd.	4672	£30.00	Extra charge
01/08/2024	Water Plus - cemetery standtap	4392	£1.95	Purchase Ledger DDR Payment
01/08/2024	Water Plus - Libbys Drive 7000	867	£19.27	Purchase Ledger DDR Payment
01/08/2024	Water Plus - Thanet House 0152	1632	£46.00	Purchase Ledger DDR Payment
01/08/2024	SDC	DD	£480.00	SDC rates 58a-b
01/08/2024	Furniture at Work Ltd	5455	£471.60	Lockers
02/08/2024	Fundraising Jobs Ltd	6826	£50.00	Job advert
02/08/2024	RS Components Ltd	6200	£93.84	Litter pickers
05/08/2024	Inland Revenue	CHAPS	£380,000.00	Return of bridging finance
05/08/2024	Inland Revenue	REV	-£380,000.00	Correction - wrong payee
05/08/2024	HSBC PSDF	CHAPS	£380,000.00	Return bridging funds to PSDF
05/08/2024	Lloyds Bank Plc	TFR	£30.00	Charge for CHAPS payment
05/08/2024	Microsoft Ireland Operations L	2OCD	£59.04	Monthly subscription
07/08/2024	Allstar Business Solutions Ltd	8634	£177.18	Fuel
08/08/2024	GLOUCESTERSHIRE COUNTY	9711	£66.42	DBS check JP
08/08/2024	Post Office Ltd	7924	£5.09	Postage
10/08/2024	REDACTED	FPO	£39.51	Expenses
10/08/2024	REDACTED	FPO	£7.95	Expenses
10/08/2024	Allan Webb Ltd	1511	£1,416.59	4959
10/08/2024	BAILEY PARTNERSHIP	2124	£1,221.00	Project management
10/08/2024	Down to Earth Stroud	624	£451.20	4933
10/08/2024	GLASDON UK LTD	1013	£406.51	Dog waste bins
10/08/2024	HHGL Limited	1282	£49.00	Tap and paint
10/08/2024	McCarthy Marland Recycling Ltd	8648	£297.60	Wait and load 26 tonne grab
10/08/2024	Mrs Patricia Phipps	RENT	£2,875.00	Rent
10/08/2024	Primary Water Solutions Ltd	2892	£256.50	Water safety checks
10/08/2024	The Salvation Army	980	£360.00	Hall hire for community cafe

Date Paid	Payee Name	Ref	Amount	Detail
10/08/2024	Stroud Alarms Fire and Securit	9214	£312.00	4970
10/08/2024	Stroud Electrical Services (UK	1322	£588.00	4973
10/08/2024	Zurich Municipal	7653	£932.62	Insurance
12/08/2024	SGW Payroll Ltd.	5307	£30.00	Payroll extra charge
13/08/2024	Waitrose & Partners	2925	£12.55	Consumables
15/08/2024	SDC	DD	£1,117.00	SDC rates cemetery and depot
15/08/2024	Payroll	DD	£21,463.96	Payroll August
15/08/2024	Master Cobbler	1090	£5.99	Key cutting
19/08/2024	LGPS	DD	£7,325.80	Pension contribution
19/08/2024	Renault Finance	5152	£30.00	Battery hire
19/08/2024	Longfield	88	£3.50	Books
20/08/2024	Ecotricity - Office - 10153686	4518	£183.93	Electricity
20/08/2024	Ecotricity - Lobby - 10190574	9558	£29.08	Electricity
20/08/2024	Ecotricity - Gas Thanet 101976	9628	£21.17	Gas
20/08/2024	Ecotricity - Flat A - 10191020	9681	£41.79	Electricity
20/08/2024	Ecotricity - Flat B - 10152716	9779	£46.58	Electricity
20/08/2024	Ecotricity - Libbys Drive 1014	9841	£167.08	Electricity
20/08/2024	UK Health Security Agency	9928	£105.60	Radon
21/08/2024	HMRC	FPO	£6,500.47	PAY/NIC August
21/08/2024	Colors	662	£2,000.00	4947
21/08/2024	GAPTC	527	£90.00	Better cllr training VS
21/08/2024	Geomap Ltd	2464	£2,580.00	4962
21/08/2024	JAMES & OWEN LTD	458	£46.94	Stationery
21/08/2024	Nailsworth Garden Machinery	5254	£45.00	Trimmer line
21/08/2024	O'Brien & Price	120	£1,596.00	4940
21/08/2024	Pipercom Ltd	2366	£539.83	IT services
21/08/2024	PKF Littlejohn LLP	776	£2,520.00	4931
21/08/2024	Silver Tree Services (STS) Ltd	5130	£1,440.00	Tree works
21/08/2024	Skyline Softwash Ltd	602	£1,800.00	4976
21/08/2024	Smiths (Gloucester) Ltd	1156	£25.99	Recycling
21/08/2024	Solum Surveying Limited	2687	£1,020.00	4975
21/08/2024	Stroud Alarms Fire and Securit	14	£3,910.96	Fire alarm batteries
21/08/2024	Stroud Electrical Services (UK	1330	£5,852.04	4977
21/08/2024	Thirsty Work Ltd	4477	£62.40	Water
21/08/2024	Travis Perkins Trading Co Ltd	7708	£26.44	Manhole cover lifting keys

Date Paid	Payee Name	Ref	Amount	Detail
21/08/2024	UK Landscapes Ltd	1	£2,080.22	Grass cutting
22/08/2024	SDC	DD	£720.00	SDC rates Thanet House
22/08/2024	Microsoft Ireland Operations L	IZK	£123.68	Monthly subscription
23/08/2024	SGW Payroll Ltd.	6144	£59.34	Payroll month 5
23/08/2024	Microsoft Ireland Operations L	CIB	£100.87	Monthly subscription
23/08/2024	Dougfield Plumbers	4131	£6.17	Plumbing supplies
27/08/2024	TOWN CLERK IMPREST	Top up SD	£1,000.00	Top up Clerk's account
27/08/2024	Lister Unified Communications	2289	£242.82	Mobile phones
29/08/2024	Midcounties Co-operative	8932	£5.90	Consumables

## Appendix 2 – Budget Virements

Code	Centre	Description	Budget	Virement	Conditional on	Contribution to
4029	101	Office equipment (not computer)	5,000	4,000	Limit purchase of new equipment	Furniture
4033	101	Computer/phone hardware	6,500	5,000	Limit purchase of new laptops	Smart screen
4064	104	Carbon reduction (Thanet House)	80,960	46,451	Nothing - use of EMR and precept	Works/Insulation ?
4216	108	Match funding for new projects	30,000	10,000	Not needed for anything else	Works
4037	316	Site materials	4,000	2,000	Not needed for anything else	Vehicle store
4069	316	Grass cutting	8,000	4,000	Assumes contractors continue to underperform	Groundworks
4071	316	Contracted infrastructure repairs	15,000	10,000	Not needed for anything else	Works
4078	316	Environment projects - walls	30,000	30,000	No repairs needed this year	Works
4085	316	Large tools and equipment	3,000	3,000	Not needed for anything else	New vehicle charger
	316	Tenants improvements	-	4,000	Negotiation	
4013	316	Rent	11,500	2,875	Out by the end of December	Works
		<b>TOTAL</b>	<b>193,960</b>	<b>121,326</b>		