

**Minutes of the Finance and Staff Committee of Aston Clinton Parish Council - held on
Monday 4th December 2018 at 7.00pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

L Tubb (Chairman)

R Stewart

L Ronson

Absent: A Duffield

Clerk: G Merry

Members of the public: 0

18.075 Apologies:

Apologies were received from Cllr Judge

18.076 To approve the minutes of the last meeting held on 6th November 2018

The minutes were agreed and signed.

18.077 Declarations of Interest:

There were no declarations of interest

18.078 Public Participation

There were no items

18.079 Financial Situation Reports

i. Month-End Accounts and Budget Status:

The Clerk circulated the accounts to November. These showed a total income for the year to-date as £273,490 (125% of budget). Total expenditure was £173,070 (79% of budget). It was suggested that the sweets for the Santa Float should come out of S137 funds. The clerk agreed to check the commitments for this budget.

ii. Reconciliations:

Cllr Ronson had carried out the bank statement reconciliation and Cllr Tubb the account balances reconciliation, and both balanced.

iii. Payments to be agreed:

the clerk circulated the list of payments to be agreed (below). The amount of donation to the British Legion was discussed and agreed at £50 over and above the £25 charge for the wreath. It was agreed to find out how much the tennis club is using the Bowls Club toilets.

Outstanding Invoices to Nov 30th 2018

Date	Company	For	Amount £	Vat £	Total £
05/11/2018	Streetmaster	Bin inserts x 9	£ 491.00	£ 98.20	£ 589.20

06/11/2018	Hayward Smart Architects	Design development stage @ 1.25% of contract value	£ 20,000.00	£ 4,000.00	£	24,000.00
09/11/2018	HAGS SMP	Repairs to Play Park	£ 2,274.50	£ 454.90	£	2,729.40
11/11/2018	RBL	Wreath	£ 25.00	£ -	£	25.00
12/11/2018	Café in the Park	cleaning share Sept-Nov	£ 315.00	£ -	£	£ 315.00
12/11/2018	R B Tree Care	9 x trees as per report	£ 3,700.00	£ -	£	3,700.00
13/11/2018	Entertec	PA for Remembrance	£ 400.00	£ 80.00	£	£ 480.00
16/11/2018	Npower	October - 2 x MPANS	£ 690.18	£ 138.04	£	£ 828.22
22/11/2018	Buckland Landscapes	Clearance of ACL15 (Chivery) Quote 5375CC	£ 140.00	£ 28.00	£	£ 168.00
24/11/2018	E Sharp Electrical	Removal damaged column Long Plough	£ 55.00	£ 11.00	£	£ 66.00
27/11/2018	E Sharp Electrical	Rothschild, Rosebery, Longcroft	£ 213.11	£ 42.62	£	£ 255.73
30/11/2018	SLCC	subs - 2 x clerks	£ 467.00	£ -	£	£ 467.00
30/11/2018	Eamonn McGoldrick	Nov Bins and toilet cleans	£ 222.00	£ -	£	£ 222.00
30/11/2018	Frank Coopers	Annual contract	£ 952.08	£ 190.42	£	£ 1,142.50
30/11/2018	G McEnery	Office and Bowls Club cleaning- Nov	£ 80.00	£ -	£	£ 80.00

MOTION: to recommend the list of payments to full council, PROPOSED by Cllr Stewart SECONDED by Cllr Ronson and AGREED.

18.080 VAT Situation

The clerk reported that the form 1614H – ‘Application for Option to Tax’, had been submitted following advice on wording from the VAT advisor. She had also enquired what happens re. charging VAT to tenants, whilst awaiting the outcome of Option to Tax. The answer from HMRC was awaited.

(After Note: The VAT office has advised that until Option to Tax has been confirmed, pro-forma invoices should be issued showing a total with VAT added but not detailing the VAT separately. This way, the tenant pays the VAT and it can be paid to HMRC in due course. Once Option to Tax is in place, new invoices should be issued with the separate amounts shown and the VAT no. quoted. This advice can be found in VAT 742A section 17.3)

18.081 Bank

i. Cllr Tubb had not yet had a chance to register for online banking clerk had not yet made the appointment with Barclays to discuss a potential overdraft. It was agreed to keep the matter on the agenda.

18.082 Budget 2019-20:

The clerk circulated a second draft of the proposed budget now that all plans had been discussed and costed by the various committees. The tax base for the village had increased by approx.11% in the last 2 years, although last year's precept had increased by only 3%. Projected expenditure amounted to £275,143 which took into account the committee's planned programme for the new community centre, footpaths opening project, increases in the repairs budget and increased salaries etc. This would be met by projected income of £37,130, requiring a precept demand of £238,013 to cover planned expenditure. Both figures were discussed and agreed for recommendation to full council.

MOTION: to agree a budget of £275,143 to recommend to full Council PROPOSED by Cllr Tubb SECONDED by Cllr Ronson and AGREED.

MOTION: to agree a precept demand of £238,013 to recommend to full Council PROPOSED by Cllr Stewart SECONDED by Cllr Ronson and AGREED.

18.083 Staffing

i. Temp. for December:

The clerks had requested the temp. be engaged during December to undertake routine admin catch-up, filing, shredding, correspondence and organising documents. This would be under the same arrangements as the summer i.e. 20 hours @ £7.50 = £150.

MOTION: To agree to engaging the Temp w/c 10/12/18 PROPOSED by Cllr Stewart SECONDED by Cllr Ronson and AGREED.

ii. Staff Salary Increment:

The clerk explained that the SLCC/NALC only release their annual salary scales in April of each year. The salary revisions that had taken place earlier in the year took place in February and as such, no one was aware that the scales for this year were increased in April. This would need to be looked at and the clerk agreed to send the new scales to the Staffing sub-committee, in case back pay may be due. This would also apply to 2019 when the new scales would only be released in April 2019. The clerk had allowed for this with a 4.6% projected increase in the budget. However, this was also to take account of the annual increment normally paid to the clerks. It had been agreed that appraisals were now needed, and a date had been set in January for a Staffing meeting to discuss the format of these. Following this, salary increments, and any potential back pay may be implemented.

18.084 Date of next meeting:

Monday 7th January 2019 at 7pm

Signed

Date