

**Minutes of the Meeting of the Finance and Staffing Committee on  
Monday 2nd September 2019 at 7.00pm  
at Parish Council Meeting Room.**

**Present:**

Cllr Tubb (Chairman)  
Cllr Judge  
Cllr Wyatt  
Cllr Ronson

**In Attendance:**

Clerk: E Barry and R Bennett (recording)  
Members of public: 0

**19.86 Apologies**

Apologies were received from Cllr Watton and Cllr Duffield.

**19.87 Minutes –**

To approve the minutes of the last meeting PROPOSED by Cllr Ronson SECONDED by Cllr Judge AGREED and signed by the Chairman.

**19.88 Declarations of Interest**

There were none.

**19.89 Public Participation**

There were none.

**19.90 Financial Situation Reports**

**i. Reconciliations –**

Cllr Judge had carried out the bank statement and invoice reconciliation prior to the meeting. Both balanced.

**ii. Month-end report and budget status August 2019 –**

The report had been circulated prior to the meeting and the following points were raised:

- Ref 4260 referred to £600 budget for bins although it was noted that bins had already been purchased. There had been previous discussions regarding additional bins on the meadow pitch and the park and this would be reviewed again once there was a new park keeper appointed.
- Ref 1140 Football permits was highlighted as the sum being too low. The clerk confirmed that there were still additional monies from the Colts and the personal trainer to be added.
- Invoices for Astonbury still needed to be processed and Cllr Tubb would pass these onto the clerk with any concessions that were collected on the day.
- A new nominal code 4322 had been created for temporary accommodation.

### **iii. Community Centre - review of invoices**

There was an outstanding query on the Georisk invoice, with a discount being asked and the Clerk recommended signing off but holding on for payment, until confirmation of the amount had been received.

### **iv. Payments to be agreed**

There were a couple of invoices that were being queried:

- Music license for Astonbury had come in more expensive than first quoted so this was being looked into by Cllr Tubb and would be deferred in the meantime.
- Cllr Wyatt questioned why one of the Café's toilet cleaning invoices was higher than the other, the Clerk confirmed that it was for 5 weeks rather than 4 weeks.
- ASL Advanced Sports Ltd had invoiced £1400 and it was noted that this was for two separate events; Astonbury £1k and Play in the Park £400. The clerk would be splitting these out when reporting.

**MOTION:** to recommend payment of invoices. Subject to checking amount for the music license and the community centre invoice in query. Cllr Tubb asked that if not resolved these could be agreed at the full parish council meeting on Monday 9<sup>th</sup> September. PROPOSED Cllr Wyatt SECONDED Cllr Judge and AGREED.

<b>Invoices to September 2nd 2019</b>						
Date	Company	For	Amount £	Vat £	Total £	
01/09/2019	Bowls Club Cleaning	Bowls Club cleaner fee from May 04/05/19 until August 31/08/19	£ 160.00		£ 160.00	
31/08/2019	E Sharp (Electrical) Ltd	15, Overstrand street light repairs	£ 189.76	£ 37.95	£ 227.71	
22/08/2019	Café in the Park	Toilet Rolls	£ 44.28	£ 8.85	£ 53.13	
22/08/2019	Café in the Park	Cleaning of toilets WC 29/07/19 and WE 01/09/19	£ 262.50		£ 262.50	
22/08/2019	Café in the Park	Cleaning of toilets WC 01/07/19 and WE 28/07/19	£ 210.00		£ 210.00	
						Credit note requested. June Cleaning services already invoiced & paid in previous month
22/08/2019	Café in the Park	Cleaning of toilets WC 03/06/19 and WE 30/06/19	£210.00		£ 210.00	
22/08/2019	Fire FM	PC and YC -Maintenance of Fire Extinguisher, Fire blanket	£ 90.00	£ 18.00	£ 108.00	
22/08/2019	Fire FM	Café invoice -Maintenance of Fire Extinguisher, Fire blanket	£ 90.00	£ 18.00	£ 108.00	Query - temporary accomodation?
		Labour costs and Materials for 4, Roseberry Road and 3, The Plesuance	£ 251.40	£ 50.29	£ 301.69	
21/08/2019	E Sharp (Electrical) Ltd	Labour costs and Material to replace faulty kitchen socket	£ 57.02	£ 11.40	£ 68.42	
20/08/2019	R.B. Tree Care	Complete all tree works at St. Michaels Church	£ 210.00	£ -	£ 210.00	
16/08/2019	NPOWER	Electricity	£ 703.01	£ 140.61	£ 843.62	
16/08/2019	WICKSTEED	Roundabout - Honeycombe Whirl Seats, M8 Pent key	£ 234.50	£ 46.90	£ 281.40	
14/08/2019	Viking	Office Chair	£ 59.99	£ 12.00	£ 71.99	
07/08/2019	R.B. Tree Care	Plant three Laurel trees behind bus stop on London Road	£ 100.00	£ -	£ 100.00	
30/07/2019	Frank Cooper and Son Limited	Grounds Maintenance grass cutting and wild flower area	£ 1,302.08	£ 260.42	£ 1,562.50	
29/07/2019	Hatters Amusements	Rides Supplied - Chairplanes and Swinboats	£ 300.00		£ 300.00	
14/07/2019	Combined Playground Services Ltd	Annual Playground inspection	£ 350.00		£ 350.00	
31/05/2019	Frank Cooper and Son Limited	Football Pitch -Renovation works, Overseed and Spring fertiliser	£ 2,134.00	£ 426.80	£ 2,560.80	
01/04/2019	BMKALC	Balc, NALC and LCR Subscription	£ 619.27		£ 619.27	
					£ 8,609.03	
<b>Astonbury 17th August 2019 Invoices</b>						
29/08/2019	PPL PRS United for music	The Music Licence	£ 138.26	£ 27.65	£ 165.91	PPL QUERY -Liz checking PPL fee
22/08/2019	Café in the Park	Astonbury Band Tab on 17/08/19	£ 61.40	£ 12.28	£ 73.68	
21/08/2019	UK Securiry Group	Security Services for Astonbury event	£ 600.00	£ 120.00	£ 720.00	
17/98/2019	Miranda	Astonbury 3.5 hours and Bin emptying 2 hours	£ 92.25		£ 92.25	
17/08/2019	ASL Advanced Sports Ltd	Iron Man Slide, Bouncy Castle, Target goal hire	£ 1,400.00		£ 1,400.00	
17/08/2019	Hatters Amusements	Rides supplied - Swin Boats	£ 450.00		£ 450.00	
02/08/2019	Enterotec Entertainment Technolog	Site Production services	£ 6,700.00	£ 1,340.00	£ 8,040.00	
23/07/2019	Touching Cloth Loo Hire	Chemical Toilet Coldwash	£ 550.00		£ 550.00	
					£ 11,491.84	
<b>Community Centre Invoices - APPROVED by committee</b>						
16/08/2019	Georisk Management Limited	Geoenvironmental Assessment ground investigation and preparing of report	£ 3,750.00	£ 750.00	£ 4,500.00	
28/08/2019	Portable Offices	Upfront 12 week hire cost	£ 15,735.60	£ 3,147.12	£ 18,882.72	
					£ 23,382.72	
<b>Direct Debits FYI:</b>						
02/09/2019	Aylesbury Vale District Council AV	Bin emptying	£ 216.60	£ -	£ 216.60	

## 19.91 Risk

### i. Risk register – review and recommendation

Cllr Tubb to share with the Assistant Clerk and review. There was a discussion about the need for a risk to be added regarding security for the temporary accommodation as this would have different requirements to the existing building. It was agreed that the Community Centre Committee would discuss security of the temporary accommodation including CCTV requirements.

Cllr Tubb agreed to draft a new risk relating to security of the temporary building to be added to the risk register for the next meeting.

## 19.92 NALC Guidance on the model Financial regulations 2019 update

It was AGREED that this item would be deferred.

## 19.87 VAT - Update

The clerk gave the following update:

- The parish council was now registered to go to monthly VAT returns to start from September.
- The clerk was to submit the last quarter returns in the next few weeks.

- The process would be going digital so some changes were needed to allow for this.
- There was a discussion held about concerns over S106 money cash flow that was out of the control of the parish council and the delays in getting this money when VAT returns would have already been submitted. The clerk confirmed that a discussion on this would be added to the finance working party for the community centre and S106 funds.

**19.88 CCLA/COIF Account for Fountain – update**

This had not yet been progressed. Cllr Ronson agreed to retrieve documentation to assist progress.

**19.89 Staffing Sub-Committee**

**i. Update on recruitment for new park keeper**

Cllr Tubb updated the committee that interviews had taken place for the new Park Keeper and discussions were underway to agree an hourly rate and whether the post would be employed or self-employed. The clerk confirmed that enquiries had been made to PAYE to understand the implications of employer tax and pension entitlements.

Cllr Tubb agreed to draft an offer letter and contact in the meantime.

It was noted that until a new park keeper started Cllr Howard would continue to open the park gate Mon-Fri and Cllr Wyatt to open Saturday and Sunday. Cllr Ronson and Cllr Tubb were to cover the weekend Cllr Wyatt was unavailable.

Cllr Tubb agreed to speak to the café owners regarding the cleaning of the disabled toilet and if this could be included in the cleaning already carried out onsite.

**19.93 Date of next meeting**

Tuesday 1<sup>st</sup> October

Signed.....

Date .....