

**Minutes of the Finance and Staff Committee of Aston Clinton Parish Council - held on  
Monday 1st October 2018 at 7pm  
at Aston Clinton Parish Meeting Room**

**Present:**

Councillors: -

R Stewart (Chair)

L Ronson

A Duffield

Clerk: G Merry

Members of the public: 0

**18.055 Apologies:**

Apologies were received from Cllrs Tubb and Judge.

**MOTION:** To co-opt Cllr Ronson onto the Staffing Sub-Committee PROPOSED by Cllr Stewart SECONDED by Cllr Duffield and agreed

**18.056 To Approve the Minutes of the last Meeting held on 30th August 2018**

The minutes were agreed and signed.

**18.057 Declarations of Interest:**

There were no declarations of interest

**18.058 Public Participation**

There were no items

**18.059 Financial Situation Reports**

**i. Month-End Accounts:**

The Clerk circulated the accounts to September. These showed a total income for the year to-date as £267,092 (122% of budget). Total expenditure was £138,013 (63% of budget). Budget 4180 'Audit and Election' was queried as the figures were in brackets. The clerk explained this was to do with the accounts opening in April with accruals and pre-payments and would most likely right itself once the audit invoices were paid.

**Budgets:** The clerk reported that budget 4300 'Premises: Repairs, Drains, Health & Safety' was projected to go over by approx. £2000, based on current commitments alone, with a possible £8000 for the rest of the year. The reasons for this were discussed, including the increased wear and tear on the park. A virement would be needed and it was agreed to recommend moving £8000 from the Lamppost Replacement Budget 4400, as the LED programme had been brought well ahead last year.

**Audit:** The clerk also circulated the internal audit report, from which the main recommendation was implementing dual authority for payments. The clerk had arranged with Cllr Tubb that she would set up for online banking with Barclays first and then dual authorisation could be implemented. It was agreed that Cllr Duffield

would be added as a signatory on the account. The council had passed its external audit, but the auditor had conveyed this by email and had not yet provided the Certificate of Completion, missing the 30/9/18 deadline.

**ii. Reconciliations:**

Cllr Ronson carried out the bank reconciliation sign-off and Cllr Stewart carried out the reconciliation of invoices to bank statement. Both were signed off.

**iii. Payments to be agreed:**

The clerk circulated the list of payments to be agreed (below). It was queried whether the PC should be settling the invoice for the war memorial repairs, as this was an insurance matter and the clerk agreed to investigate this **(After note – the amount of £947.54 was already received in settlement of this claim on 18/6/18)**. The excess of £250 was currently being pursued by the insurers. The cricket club mowing invoice was discussed, and it was agreed this had been a temporary arrangement to help the club whilst their equipment was broken. It would need to be revisited next year. Cllr Read had checked the invoices from the welder and they were correct.

Date	Company	For	Amount £	Vat £	Total £
30/06/2018	M&J Welding	Welding barrier at park entrance	£ 175.00	£ 35.00	£ 210.00
17/07/2018	IAC Audit and Consultancy Ltd	Internal Audit	350	£ 70.00	£ 420.00
31/07/2018	M&J Welding	Supply Hand Rail and install	£ 375.00	£ 75.00	£ 450.00
31/07/2018	M&J Welding	Supply fixing plates and install	£ 129.00	£ 25.80	£ 154.80
31/08/2018	M&J Welding	Repair gate to play park	£ 180.00	£ 36.00	£ 216.00
03/09/2018	Hags-Smp	Harness - swing	£ 70.00	£ 14.00	£ 84.00
05/09/2018	Came and Co	Annual insurance	£ 3,375.47	£ -	£ 3,375.47
05/09/2018	Buckland Landscapes	Tree work at bus shelter	£ 695.00	£ 139.00	£ 834.00
05/09/2018	Buckland Landscapes	Repairs to war memorial	£ 1,196.57	£ 239.31	£ 1,435.88
06/09/2018	Fire FM	Annual Risk assessment Café	£ 250.00	£ 50.00	£ 300.00
06/09/2018	Fire FM	Annual Risk assessment PC and YC	£ 250.00	£ 50.00	£ 300.00
13/09/2018	UK Security Group	Supply new camera bracket & 3 cables& install	£ 297.00	£ 59.40	£ 356.40

13/09/2018	UK Security Group	Supply new camera	£ 900.00	£ 180.00	£ 1,080.00
18/09/2018	Your Café in the Park	Toilet rolls	£ 53.13	£ -	£ 53.13
18/09/2018	Your Café in the Park	Cleaning July and August	£ 315.00	£ -	£ 315.00
19/09/2018	E Sharp Electrical	Putnams, Dean, Long Plough, Archive & GES	£ 343.54	£ 68.71	£ 412.25
20/09/2018	Buckland Landscapes	Cricket ground mowing	£ 1,200.00	£ 240.00	£ 1,440.00
28/09/2018	Frank Cooper LTD	Cutting - Sept	£ 952.08	£ 190.42	£ 1,142.50
28/09/2018	John Cromar Arboricultural Co.	Tree Assessment and Report	£ 1,250.00	£ 250.00	£ 1,500.00
<b><u>Other for Approval</u></b>					
Sept	AVALC	Donation/subs	£ 25.00	£ -	£ 25.00
Sept	E McGoldrick	Bins and cleaning	£ 300.00		£ 300.00
Sept	G McEnergy	Office and bowls club cleaning			£ -

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

#### **18.060 VAT Situation**

The VAT advisor had prepared forms VAT 1 and VAT 1614A which Cllr Duffield checked through. It was discussed and agreed that a further meeting was required, as there were some gaps in the forms. The advisor's bill to-date was £1375 and would likely reach approx. £2000. The clerk advised that this may need to come out of the contingency budget. It was agreed that the Facilities committee would need to discuss and recommend whether permit holders will be charged 20% more or whether the PC will absorb this cost.

#### **18.61 Insurance Renewal:**

The renewal was due on 25/10/18 at a cost this year of £3,375.47. The discount was no longer possible due to last year's claim and there was one more year for the 3-year agreement to run. Next year a more competitive quote could be sought. It was agreed to renew at this cost.

**18.62 Budget 2019-20:**

Projected projects and costs for 2019-20 had been received from the Grounds Maintenance Committee, the Community Centre committee and from Planning. Facilities were still awaited, and the clerk felt that the Premises/Repairs budget would need to be broken down into different areas as well as increased. The salaries budget would also need to increase, due to expanding the caretaker’s role. The clerk circulated figures and graphs showing the last 3-years tax base, precept and budget as preliminary information, although this year’s tax base figures had not yet been received. The F&S would discuss the budget and potential precept at the November meeting.

**18.63 Staffing Sub-Committee**

**i. Caretaker Job Update:**

There had been 1 application so far and the closing date was 15/10/18, so more were expected. The clerk agreed to place an advert in the school’s Friday Flyer. It was discussed and agreed that Cllrs Tubb and Ronson would do the shortlisting and schedule the interviews while the clerks were on leave. Interviews would take place on 31/10/18 and would be in 2-parts: a more traditional-style interview with Cllr Tubb and the clerk and a walk-round with practical scenario questions from Cllrs Read & Ronson. The order of these would rotate so that no one would have to wait. The importance of maintenance skills was highlighted especially in the light of continued wear and tear in the park and with Community Services now doing less. The preferred applicant would be agreed at the November PC meeting.

**18.064 Date of next meeting:**

Tuesday 6<sup>th</sup> November at 7pm (TBA)

Signed ..... Date  
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