

**Minutes of the Finance and Staff Committee of Aston Clinton Parish Council - held on
Tuesday 11th June 2019 at 7.00pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

L Tubb (Chair)

A Duffield

P Wyatt

L Ronson

C Judge

Clerk: (recording), E Barry

Members of the public: 0

19.49 Apologies

Apologies were received and accepted from Cllr Watton.

19.50 To approve the minutes of the last meeting held on 7th May 2019

The minutes were PROPOSED by Cllr Ronson and Cllr Judge agreed and signed.

19.51 Declarations of Interest:

There were no declarations of interest

19.52 Election of Committee Chairman and Vice Chairman

MOTION: To agree a Chairman for the year to May 2020

MOTION: To agree a vice chairman for the year to May 2020

L Tubb explained that she was going to step down from Chair of this meeting but had been asked by the new Clerk and RFO to stay on for another month while she settled into the new position. It was AGREED that the Motions would be deferred to the next meeting.

19.53 Public Participation

There was none

19.54 Committee members

Cllr Tubb explained that Cllr Read had expressed an interest at the Parish Council meeting in joining this Committee. Cllr Tubb announced and accepted the resignation of Cllr Stewart from the Committee including Staffing Sub Committee. Cllr Judge expressed an interest in replacing Cllr Stewart on the Staffing Sub Committee. All other Committee members confirmed that they would like to stay on the Finance and Staff Committee.

MOTION: To agree Committee members was proposed by Cllr Ronson and seconded by Cllr Duffield and AGREED (with the above changes)

19.55 Committee Terms of reference

The revised terms of reference had been circulated and were discussed and AGREED to subject to one minor amendment to increase the membership to 6. The Clerk also advised the terms of reference should be drawn up for the staffing Sub-committee.

MOTION: To agree Committee terms of reference was proposed by Cllr Judge, seconded by Cllr Ronson and AGREED.

19.56 Financial Situation Reports

i. Reconciliations –

Reconciliations had been completed prior to the meeting by A Duffield with no issues found.

ii. Month-end report and budget status May. 2019 –

Budgets were checked and AGREED. The Clerk explained the changes in codes for Community Centre with the creation of earmarked reserves for Community Centre S106 funds to ensure separation between the £50,000 budget from precept.

Cllr Duffield asked for clarification on the Community Centre S106 payments and Cllr Tubb explained that they were received via a draw down process.

iii. Liabilities –

It was AGREED that this item was not required for this meeting.

iv. Community Centre – review of invoices

Cllr Tubb presented the invoices that had been signed off by the Community Centre Committee. The Clerk AGREED to send a copy of the budget to the F&S Committee. The Clerk explained that the invoices for CBG and AR Miles contained the budget figures also.

Cllr Tubb explained that the extra £500 pounds for the 3D image were not in the original budget but had been agreed by the Committee as a worthwhile extra expense.

v. Total S106 received to date against CC spend –

The Clerk being new to the position, she was still working her way around the systems but was sure that she would have a report in place for next meeting.

vi. Payments to be agreed –

Invoices to May 31st 2019					
Date	Company	For	Amount £	Vat £	Total £
08/03/2019	John Brown Vat Consultancy	VAT Consultancy services	£ 1,925.00		£ 1,925.00
09/04/2019	Your Café in the park	Cleaning toilets 4 x weeks from W/c 4/3	£ 140.00		£ 140.00
25/04/2019	Your Café in the park	Cleaning toilets 4 x weeks from W/c 1/4	£ 140.00		£ 140.00
25/04/2019	Your Café in the park	Toilet Rolls £17.71 x 3 packs	£ 53.13		£ 53.13
02/05/2019	R.B. Tree Care	Bus stop clearance works	£ 250.00		£ 250.00
03/05/2019	Rialtas Business Solutions	Year end close down fees & disbursements	£ 574.20	£ 114.84	£ 689.04
10/05/2019	RWA Consulting	Stablebridge Road bridge survey	£ 475.00	£ 95.00	£ 570.00
17/05/2019	Npower	Streetlighting - April	£ 680.33	£ 136.07	£ 816.40
20/05/2019	Drivescape	Concrete base for bus shelter	£ 1,600.00		£ 1,600.00
21/05/2019	E Sharp	109 Weston Rd, 15 Overstrand - street light repairs	£ 302.38	£ 60.48	£ 362.86
22/05/2019	Glasdon Uk Ltd	Supply and installation of Bus shelter	£ 5,724.00	£ 1,144.80	£ 6,868.80
29/05/2019	Mark Waller	Grass cutt & strim allotments x 3	£ 60.00		£ 60.00
30/05/2019	Frank Cooper and Son	2nd payment of 12 - grass cutting	£ 1,302.08	£ 260.42	£ 1,562.50
31/05/2019	Almar	AO scan and copies - park land registry map	£ 9.00	£ 1.80	£ 10.80
31/05/2019	G McEnery	Office Cleaning - May	£ 40.00		£ 40.00
31/05/2019	G Cook	Bowls Club Cleaning - waiting invoice			£ -
Invoices received after 31st May & before F&S on 11th June					
01/06/2019	Hugo Fox	Custom website	£ 745.83	£ 149.17	£ 895.00
05/06/2019	Smashing Windows	Window replacement - Churchill Hall	£ 86.67	£ 17.33	£ 104.00
Play in the Park re-imbursments					
24/05/2019	Dee Horwood	Materials for crafts activities for Play in the park	£ 42.75	£ 6.00	£ 48.75
11/05/2019	Dee Horwood	Materials for crafts activities for Play in the park			£ 154.25
Community Centre Invoices - APPROVED by committee					
29/04/2019	AR Miles Associates	Feb - April structural engineer fees	£ 6,500.00	£ -	£ 6,500.00
14/05/2019	CBG Consultants	Further design elements & Part L Moddilling (design)	£ 2,500.65	£ 500.13	£ 3,000.78
30/04/2019	Hayward Smart	Interim fee for April	£ 20,000.00	£ 4,000.00	£ 24,000.00
05/06/2019	Hayward Smart	Interm fee for May + 3D image of Hall	£ 10,500.00	£ 2,100.00	£ 12,600.00
Direct Debits FYI:					
15/05/2019	Tanswell technology	Office 360 and support	£ 24.00	£ 4.80	£ 28.80
15/04/2019	AVDC	Bin rental and empties April	£ 146.40	£ 33.60	£ 180.00

The Committee discussed whether the Hugo fox invoice was ready for payment and it was felt that there were a few issues outstanding and that they would be recommending to PC not to pay until they were resolved and as the invoice had arrived after the end of May, it would be deferred for decision until the July meetings.

MOTION: to recommend payment of invoices was proposed by Cllr Ronson, seconded by Cllr Judge and AGREED (subject to the deferral of the one item detailed above)

19.57 Petty cash

MOTION: to agree to run down and discontinue the use of petty cash was proposed by Cllr Wyatt, seconded by Cllr Duffield and AGREED.

19.58 Audit

i. Year End and Annual Return:

Cllr Tubb explained that the Annual Governance Statement contained within the Annual return would be AGREED to, and signed off at the next Parish council meeting, whereby each statement would be read out and an answer AGREED. It was being discussed at this Committee in order to make recommendations to full Council. She went on to read out each statement with the following being agreed:

Yes to statements 1 -8 with the exception of statement number 7. This was due to the previous clerk not arranging for the external auditor's report to be published on the Parish Council website, with it being AGREED that this was an administration error only.

ii. Period of Elector's Rights:

Cllr Tubb explained the period of electors rights, to include the first 10 working days of July. The Clerk recommended setting it to run from the 1st July to 9th August, with the announcement being published on the three Parish Council notice boards and the website on the 28th June - the Committee AGREED.

19.59 Risk

i. Risk register – review and recommendation –

This had been circulated and reviewed and the Committee AGREED that it was up to date.

19.60 VAT Update

Cllr Tubb explained that the internal auditor had expressed an opinion that if you receive advice on matters such as VAT from a Parish Councillor, then you should get that advice in writing. He had gone on to say that he did not understand why the Parish Council were opting the entire park to tax. However, this was a very brief discussion at the end of the audit and with the internal auditor not having read the documentation including minutes where the advice had been recorded. It was AGREED that when Councillor Watton returned from holiday, this would be discussed further.

19.61 Staffing Sub-Committee

i. Recruitment process –

It was AGREED that the Staffing Sub-Committee would look at a 2 stage interview process, with the possibility of a written test. The first interview would be with the Clerk and the Chairman of the Council and the second interview would be with two Councillors and the Clerk.

ii. Temporary support –

Cllrs Tubb and Ronson, along with the Clerk, would be meeting with a prospective minute taker that evening and would be agreeing to her starting as soon as possible subject to a successful meeting. Further support of an administrative nature would still be required. Budgets were discussed and the Committee decided that the spend on temporary support, whether that be remote or not, should amount to no more than it would have cost to have the two clerks still in place.

MOTION: to agree a budget for temporary support

MOTION: to agree a budget/number of hours for remote support

Both above motions were read as one and proposed by Cllr Tubb, seconded by Cllr Wyatt and AGREED.

19.62 Date of next meeting:

was set for Monday 1st July at 7pm

Signed Date
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