

## **Minutes of the Meeting of the Finance and Staffing Committee on Monday 5<sup>th</sup> August 2019 at 7.00pm at Parish Council Meeting Room.**

### **Present**

Cllr Tubb (Chairman)  
Cllr Watton  
Cllr Judge  
Cllr Wyatt  
Cllr Ronson  
Cllr Duffield

### **In Attendance**

Clerk: E Barry and R Bennett (recording)

### **19.75 Apologies**

There were none.

### **19.76 Minutes -**

To approve the minutes of the last meeting PROPOSED by Cllr Ronson SCONDED by Cllr Wyatt, AGREED and signed by the Chairman.

### **19.77 Declarations of Interest**

There were none.

### **19.78 Public Participation**

There were none.

### **19.79 Financial Situation Reports**

#### **i. Reconciliations –**

had been completed prior to the meeting with Cllr Judge with no issues.

#### **ii. Month-end report and budget status July. 2019**

Regiment Fitness – there was a query over whether the budgeted amount for ‘other park permits’ which included the payments from Regiment Fitness was high enough. There had been an increase in numbers of sessions and it was agreed that the Clerk would check what previous payments had been received and contracts in place. As it was a commercial business VAT would also be added to any new invoices.

Café rent – the Clerk confirmed that base rent and rates of turnover had been split out for the year in the budget. It was agreed that base rent would remain at £833 + VAT and that the budget line needed to be corrected to reflect that amount. The budget that had been set for this year, incorporated some of the turnover into the base rent budget. This would need to be changed in the budgets for next year, but in the meantime, the Clerk agreed to contact the accounts software company to see if it

could be adjusted in the current financial year.

The committee highlighted that there had been an agreement to absorb VAT for non-commercial groups, but the Clerk agreed to check and confirm what had been agreed for the Youth Club.

**iii. Community Centre –**

an urgent quote of £840 had been agreed at the Community Centre committee without a motion so brought to this meeting to ratify.

**MOTION:** to review and approve QS quote for revision of cost plan estimates to aid with the tender (retroactive) PROPOSED Cllr Ronson, SECONDED Cllr Judge and AGREED.

**MOTION:** to recommend payment of invoices to full Parish Council on behalf of the Community Centre Committee PROPOSED by Cllr Ronson SECONDED by Cllr Wyatt and AGREED.

**iv. Total S106 received to date against CC spend**

- Planning permission had been granted
- Latest claim for £60k had been received.
- Just under £120k received in total for CC S106

**v. Payments to be agreed**

- Astonbury bands had invoiced however these would not be paid until after the event. First aiders would be paid in advance.
- Stratford Close – it had been confirmed that the VAT element incurred on legal fees totalling £3,500 in relation to the deed of variation will not be recoverable on the basis that the invoice is not made out to the Parish Council. It had proven difficult to get the invoice made out to the Parish Council directly since the Parish Council did not directly engage for these services in the first place. It was agreed that no more time would be spent trying to get the invoice changed, but processes would be put in place to prevent this from happening going forward, as far as possible. The Clerk to record as gross amount (without VAT recovery) on the system.
- IAC had still not sent the updated version of the auditor report. It was agreed that the committee would approve the payment subject to the Clerk receiving the final report.
- Cleaning invoice – no formal invoice had been received and would be left on list.
- Bowls club cleaning – to be added to the Facilities meeting agenda to discuss.

**MOTION:** to recommend payment of invoices. Other than holding back payment to IAC until report received PROPOSED by Cllr Ronson SECONDED by Cllr Wyatt and AGREED.

<b>Invoices to August 1st 2019</b>						
Date	Company	For	Amount £	Vat £	Total £	
01/08/2019	Metal & Stone	Treatment of wasp nest	£ 40.00	£ 8.00	£ 48.00	
22/07/2019	Your café in the park	Cleaning of toilets 4xwks W/c 3/6 to W/ending 30/6	£ 210.00		£ 210.00	
23/07/2019	IAC Audit Consultancy	Provision of Internal Audit services 22nd May 19	£ 350.00	£ 70.00	£ 420.00	
23/07/2019	HB Public Law	Stratford Close Deed of variation legal fees	£ 3,500.00		£ 3,500.00	
22/07/2019	E Sharp Electrical	Streetlight repairs - O/side 20 overstrand	£ 123.38	£ 24.68	£ 148.06	
21/07/2019	Mark Waller	Grass cutting & strimming all otments x 3 to 21st July	£ 60.00		£ 60.00	
18/07/2019	D Rose Décor	Heighton canopy 3 x lime trees in churchyard	£ 150.00		£ 150.00	
18/07/2019	D Rose Décor	To heighton canopy 1 x lime tree and trim hedge - churchyard	£ 100.00		£ 100.00	
16/07/2019	Sports Equip	Handle bar for Beam lift - supply only	£ 24.99	£ 5.00	£ 29.99	
12/07/2019	Npower	Streetlighting - June	£ 680.33	£ 136.07	£ 816.40	
31/05/2019	G Cook	Bowls Club Cleaning - waiting invoice			£ -	
26/04/2019	Shoosmiths	Professional fees for deed of variation - Stratford close	£ 1,000.00	£ 200.00	£ 1,200.00	Unable to re-claim VAT
30/04/2019	Frank Cooper & Son	Grounds maintenance contract work 1st payment of 12	£ 1,302.08	£ 260.42	£ 1,562.50	Received July 2019
<b>Astonbury 17th August 2019 Invoices</b>					£ -	
18/07/2019	Thrifty Malone	Performance by Thrifty Malone	£ 700.00		£ 700.00	To pay after event
17/07/2019	Neil Kelleher	Performance by Vandavils	£ 200.00		£ 200.00	To pay after event
16/07/2019	M S Carter	Performance by Fret Heads	£ 250.00		£ 250.00	To pay after event
15/07/2019	Jason Stretch	Performance by Bad Penny	£ 300.00		£ 300.00	To pay after event
15/07/2019	Skamungas	Performance by Skamungas	£ 700.00		£ 700.00	To pay after event
01/07/2019	Met Medical	First Aid services	£ 460.00	£ 92.00	£ 552.00	Paid 1/8
<b>Community Centre Invoices - APPROVED by committee</b>					£ -	
03/07/2019	Hayward Smart Associates	Interim fee for working drawing June 19	£ 10,000.00	£ 2,000.00	£ 12,000.00	
30/06/2019	Dawn Lodge Associates	Fee for Tender work	£ 1,125.50	£ 225.10	£ 1,350.60	
28/06/2019	CBG Consultants	Completion to 100% of Technical design & production	£ 945.25	£ 189.05	£ 1,134.30	
14/06/2019	AR Miles Associates	May fee for Construction details produced for tender	£ 2,875.00		£ 2,875.00	Work completed
<b>Direct Debits FYI:</b>						
23/07/2019	BT (due 6th August)	Phone & Broadband to September 19	£ 290.35	£ 58.07	£ 348.42	

## 19.80 Café in your park

### i. Cleaning of toilets –

toilets were currently cleaned 7 days a week at £10 per visit. It had been agreed by the café that this would be increased to £15 and the parish council were responsible for 50%. It was noted that this would be an additional £910 per year cost to the council. This would be included in the budget review working party in October.

**MOTION:** to agree pay increase for cleaning services and associated increase in cost to the Parish Council PROPOSED by Cllr Tubb SECONDED by Cllr Duffield and AGREED.

### ii. Year end turnover calculations - Review and sign off

The following points were raised by Cllr Watton:

- If the café revenue was inclusive of VAT, and if so, why 20% of VAT of the gross revenue was calculated and deducted. She went on to explain that in order to calculate the VAT element included in a VAT inclusive gross amount with an applicable VAT rate of 20%), you need to divide the gross amount by 6 rather than calculate 20% from the total. She explained that this was a common error made. In light of this, it may be that the turnover rent due to ACPC has been slightly understated.
- Payment on account – paying £1800 a month which was not reflected in the schedule; this needed to be clarified.

It was agreed that the calculations would be signed off as they were set out as they had been previously, but reporting could be reviewed as part of the new lease.

**MOTION:** to sign off the year end turnover calculations PROPOSED by Cllr Judge  
SECONDED by Cllr Wyatt and AGREED.

#### **19.81 Risk**

**i. Risk register –**

review and recommendation –following a discussion it was agreed that the risk relating to injury in woodland/pond area would remain on the register as even though mitigating actions had been put in place it still remained a risk that needed to be monitored. A recent incident in the park where a child got their foot stuck under the inclusive play equipment was raised; the area had been checked and the Clerk would check there had been no complaint received via email.

No changes were made to the risk register.

#### **19.82 VAT**

**i. Update**

- Option to tax effective from date to be agreed. No further requirements from HMRC.
- The Clerk had completed the first VAT return and everything had been accounted for and payment received quickly
- Invoicing update – VAT in line with option to tax. Schedule of payments to be looked at in order to issue any outstanding VAT invoices and make the process easier going forward, as far as possible.

**ii. Frequency of VAT return submission**

- Next VAT return was due for up to the end of August.
- The first opportunity to go to monthly returns would be for the September period, pending HMRC's approval once the request to go onto monthly returns has been submitted. This would be beneficial for cash flow as VAT would be received back quicker.

**MOTION:** to agree to the submission of monthly VAT returns PROPOSED Cllr Ronson  
SECONDED Cllr Judge and AGREED.

#### **19.83 CCLA/COIF Account for Fountain – to agree next steps**

A new form needed to be completed in order to claim money back from the charity that had now ceased. The form needed to be signed by two Cllrs (agreed to be Cllr Tubb and Cllr Watton); minutes of a meeting where each were addressed as Cllr needed to be supplied. They also required information of the original constitution and the decision to close the charity back in 2009.

The clerk agreed to review online folders to see what information was still held and Cllr Stewart would be asked to return paper copies in order for them to be reviewed. The form had to be completed by the end of August.

#### **19.84 Staffing Sub-Committee**

**i. Update on recruitment for the assistant clerk**

- An offer had been made to the Assistant Clerk who had verbally accepted. A draft contract and offer letter would be sent 6 August. The new post holder could start on Monday 12 August.
- The additional temporary daytime administration would be kept on for the foreseeable future.
- It had been agreed that staffing costs could not exceed budget amounts for the year.
- The Park Keeper had resigned. Although there was a months' notice period this has been waived due to the post holder going on leave. The committee had signed off the job description which would now go out to advert. Working hrs for the role had been agreed. The outstanding invoice to the current Park Keeper would be paid ASAP.

**19.85 Date of next meeting**

Monday 2 September.

Signed.....Date .....