

**Minutes of the meeting of the Finance and Staffing Committee on  
Wednesday 9th December 2020 at 6.30pm in the Parish Council Virtual Meeting  
Room.**

**Present**

Cllr Watton (Chair)  
Cllr Wyatt  
Cllr Ronson  
Cllr Duffield  
Cllr Tubb

**In attendance**

Clerk, E Barry and R Bennett (recording)

Members of the public 0

**20.108 Apologies**

Were received from Cllr Judge

**20.109 Declarations of Interest**

There were none.

**20.110 Resignation of F&S Chair and appointment of new Chair**

Cllr Duffield resigned as Chairman of the committee and was thanked for his work to date and for remaining on the committee.

**MOTION:** to agree Chair and Vice Chair of the Committee. Cllr Ronson PROPOSED Cllr Watton for Chair, SECONDED by Cllr Wyatt and AGREED. Cllr Ronson PROPOSED that Cllr Tubb be appointed as Vice Chair which was SECONDED by Cllr Watton and AGREED.

**20.111 Minutes –**

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

**20.112 Public Participation**

There were none.

**20.113 Financial Situation Reports**

**i. Reconciliations**

Reconciliations for November had been carried out prior to the meeting and all was in order.

**ii. Month-end reports and budget status**

The Clerk updated that the Football Club had paid their permits, but these would not appear until December reporting. The café had also paid their base rent and turnover, which would also show in the December report.

The earmarked reserve stood at £22,713 and was for the remaining hire costs and take down of the temporary accommodation.

**iii. Community Centre**

Reports and budget status

The reports had been circulated prior to the meeting and were in a new format. It was noted that there had been no change since the parish council meeting apart from the Public Works Loan monies had been received.

**Public Works Loan & S106 update**

The Public Works Loan (PWL) money had been received. The interest at time of

loan was agreement was 1.02% which was lower than had been budgeted for and was a fixed interest rate for the 10 years. It was noted that there would be penalties if the Parish council wished to settle the loan was early, but this could be investigated if and when that happened and it was expected to be a nominal amount.

The S106 Deed of Variation was confirmed by the solicitors to be with Kier for signing, it would then go to Buckinghamshire Council (BC) to be signed. It was noted that the named solicitor at BC would be on leave so the Clerk would send an alternative contact name to Cllr Watton to copy into the email when sending the deed to BC.

### review of invoices

Date	Company	For	Amount £	Vat £	Total £
30/11/2020	Portable Offices	Modular building, modular building 3 bay canteen, energy saver, 32ft Av shower and changing room x2, 16ft Av shower and changing room, Jackpad foundations.	£2,841.15	£568.23	£3,409.38
30/11/2020	MT Loo's	2 x portaloos hire for the month	£310.00	£62.00	£372.00
30/11/2020	M&J Welding	Exit gate by bus shelter - supply plant & labour to site, extend slide bolt slot in gate post, Cut Down goals (8 off) as instructed	£175.00	£35.00	£210.00
30/11/2020	Frank Cooper and Son Limited	To undertake grass cutting and wild flower area all in accordance with the grounds maintenance services specification. 8th payment of 12	£1,442.92	£288.58	£1,731.50
23/11/2020	Boyd Sport & play Ltd - sportsequip.co.uk	To carry out repairs to fitness trail equipment as detailed in quotation 200818ACPC	£3,265.00	£653.00	£3,918.00
23/11/2020	E. Sharp (Electrical) Ltd	Fixed - Junciton at top of Stablebridge Road & Labour costs	£169.73	£33.94	£203.67
22/11/2020	PFK Littlejohn LLP	Remittance advice - Limited assurance review of Annual Governance & Accountability Return for year ended 31st March 2020	£1,600.00	£320.00	£1,920.00
20/11/2020	Viking	Duct tape silver, tape clear, paper sheets.	£30.57	£6.11	£36.68
12/11/2020	N-Power	Bill period 01OCT20 - 31OCT20	£1,684.24	£336.85	£ 2,021.09
<b>Community Centre Invoices - APPROVED by committee</b>					
09/12/2020	Edgar Taylor	Contractor Fee Nov/Dec	£ 95,958.07	£ 19,191.61	£ 115,149.68
30/11/2020	Dawn Lodge Associates	Post contract and settlement of the final account	£1,581.50	£316.30	£1,897.80
30/11/2020	CBG Consultants	Aston Clinton - New Village hall (hayward smart architects)	£1,890.20	£378.04	£2,268.24
30/11/2020	M&J Welding	Welding works for removal and clean of supports for Oak posts	£418.00	£83.60	£501.60
27/11/2020	Hayward Smart Architects	Contract administration - Including chairing site meeting for month of November 2020	£2,700.00	£540.00	£3,240.00
<b>Direct Debits FYI:</b>					
02/12/2020	Buckinghamshire Council	General waste 1100 rental for November 20 at £2.10 & Empty 12 at £9.15	£151.80	£0.00	£151.80

The Clerk highlighted the following:

- Cllr Read had confirmed the welding work had taken place and the invoice could be paid.
- The Npower invoice of £2k had been confirmed as incorrect and nothing was to be paid while the situation was resolved.
- There were a number of community centre invoices that needed reviewing before presenting to the parish council meeting on 16 December.
- Trim trail works had been completed.
- Invoice had been received for the external audit.
- The committee discussed the invoice for the grass cutting and it was noted that it was the normal monthly payment agreed. A meeting would be held with the

contractor to discuss the agreement for the coming year. The Clerk, Cllr Ronson and Cllr Tubb would attend.

#### **Payment terms**

The Clerk updated that the AV company had submitted their first quote for the AV equipment which totaled £35k. It was noted that this was an initial quote and was likely to change (reduce) once requirements had been finalised. The company had asked the parish council to pay for the equipment upfront, which was standard practice for a company of its size. It was confirmed that the kit would be owned by the parish council and there was no risk for the parish council to pay upfront; therefore it was agreed up to an amount of 30K.

**MOTION:** To agree payment terms for community centre invoices PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED.

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

**MOTION:** to approve payment of invoices PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

#### **20.114 Your café in the park rent**

It was agreed that the base rent for the café would remain at 50% for January as there was still likely to be some disruption to service especially with the floor coming up for work to be carried out in the main hall. It was also agreed that a meeting would be held with the tenant to discuss the timeframe for fitting the kitchen.

The amount would continue to be reviewed month on month.

**MOTION:** To agree Café in the park base rent for January PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

#### **20.115 External Audit**

The Parish Council passed their external audit and the Notice of Conclusion had been published on the website.

#### **20.116 Draft budget – 2021/2022**

A lot of work had been done across all the committees to set out draft proposals and thanks were given to the Clerk for the work completed. A working party made up of parish councilors had met to go through the draft in detail. The final sign off of budgets would be at the January meeting in order to meet the Buckinghamshire Council deadline of the 31<sup>st</sup> of January for precept setting. The Clerk highlighted that there were still some areas, particularly for facilities that needed to be worked including understanding the priorities.

#### **20.117 Date of next meeting**

Wednesday 13 January 2021 at 6.30pm.

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