

# ASTON CLINTON PARISH COUNCIL

PARISH COUNCIL OFFICE, ASTON CLINTON PARK.

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You are hereby summoned to attend a Meeting of the **Finance and Staffing Committee** of the Parish Council on **13 September 2021 at 6.30pm** in the Parish Office, Aston Clinton Park, London Road, Aston Clinton, Bucks, HP22 5HL.

S Payne, Clerk/RFO 08/09/2021

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND AND ARE REQUESTED TO OBSERVE ALL COVID MEASURES THAT ARE IN PLACE.

## AGENDA

### 21.60 To Receive Apologies for Non-Attendance

### 21.61 To Receive Declaration of Interests or Request for Dispensations:

To Receive Declarations of Interest or Dispensations Relating to this Meeting. In accordance with Sections 30-33 of the Localism Act 2011 and CBPC's Code of Conduct, councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

### 21.62 To Approve Minutes of the Finance & Staffing Committee Meeting held on 16 August 2021

### 21.63 Public Participation (limited to 15 minutes)

### 21.64 To Receive Financial Reports

- i Payments to be agreed

**MOTION:** To approve payment of invoices

- ii. To note the completion of the 2020/21 Annual Governance & Accountability Return and the External Auditor's Report.

### 21.65 To Consider Budget Allocation for Landscaping Work to Areas Around the Community Centre

**MOTION:** To approve allocation of £3,535.00 (net of VAT) in relation to Buckland Landscape invoice 41526 dated 14/7/21, to the New Community Centre earmarked reserves budget.

### 21.66 To Agree to Change from Monthly to Quarterly VAT returns to Coincide with Financial Year End

**MOTION:** To approve the change from monthly to quarterly VAT Returns to coincide with financial year end.

### 21.67 To Agree to Add Cllr M Mason as Bank Signatory and Allow Online Access to the Bank Account and Allow Online Access to Mrs S Payne, the Newly Appointed Clerk so that Payments for Authorising can be Uploaded.

**MOTION:** To approve the addition of Cllr Mason as a bank signatory and allow online access to the bank account and allow online access to the bank account for the newly appointed clerk, Mrs S Payne, so that payments for authorising can be uploaded.

### 21.68 To Receive an update on Astonbury Finances

In accordance with the Openness of Local Government Bodies Regulations Act 2014 all non-confidential supporting documentation is available from the Council office

**21.69 To Agree to Treat K Workman Invoices as payroll and adhere to that authorisation process and timeline.**

**MOTION:** To approve the processing of K Workman invoices in the same way and timeline as payments payroll

**21.70 To Approve the Purchase of a Computer screen for the new Clerk**

**MOTION:** To approve the quote to purchase a computer screen.

**Resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public be excluded from the meeting for the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.**

**21.71 Staffing**

- i. To consider the current office staffing levels

**21.72 Date of Next Meeting**