

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on Tuesday 6th March 2018 at 7.00pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

P Hughes (Chairman)

L Ronson

R Stewart

Clerk: G Merry

1 Member of the public

18.016 Apologies:

Apologies were received and accepted from Cllr Tubb.

18.017 To Approve the Minutes of the last Meeting held on 6th February 2018

The minutes were agreed and signed.

18.018 Declarations of Interest:

There were no declarations of interest

18.019 Public Participation

There were no items

18.020 Financial Situation Reports

- i **Month-End Accounts:** The folder of paid Invoices for February, had been reconciled with the bank statement by Cllr Stewart. The Clerk presented the month-end accounts for February. These showed a total income for the year to-date as £380,598 (180% of budget). However, this included \$106 money refunded on invoices not yet paid. Total expenditure was £222,303 (97% of budget).
- ii **Budget Status:** The clerk clarified that the Grounds Maintenance budget would have 2 more invoices to pay before year-end – January and February site maintenance. The budget itself had been overestimated due to the inclusion of VAT and Cllr Hughes advised that approx. £8000 should be disregarded, as it was VAT and would be refunded. The clerk presented a budget forecast document to year-end projecting an approx. £33,861 surplus in addition to £22,461 income over-budget. The budget projection was as expected since the planned £45,000 for the community centre planning application had not been spent.
- iii **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below) and reported that the new energy provider for street lighting – Npower had sent a second set of bills, stating that the supply was from 2 MPANS. This did not double the invoicing though because credit notes had been received against the first set of bills (already paid), and lower bills received for those MPANS. The clerk was investigating the matter via the bulk buying agency, Bucks County Council and it was agreed that the supply had not been from 2 MPANS before, so 2 sets of bills did not seem to be correct. It was also agreed not to settle the balance to ETC Sports yet, as snagging issues for the new STP had not yet been addressed.

Date	Company	For	Amount £	Vat £	Total £
18/12/2017	ETC Sports Ltd	BALANCE - STP	£ 21,931.20	£ 4,386.24	£ 26,317.44
02/02/2018	E Sharp Electrical	Youth Club - flickering lights	£ 48.60	£ 9.72	£ 58.32
05/02/2018	Buckland Landscapes	Jan Site Maintenance	£ 2,237.50	£ 447.50	£ 2,685.00

08/02/2018	T Clubb	Car Park Surfacing	£ 73,297.00	£ 14,659.40	£ 87,956.40
14/02/2018	Npower	Street Lighting - June 17-January 18 - extra MPAN	£ 5,024.22	£ 865.32	£ 5,889.54
		Less credits =		Balance =	£ 2,293.32
17/02/2018	HA Phipps	Church/cricket club fence repair	£ 180.00	£ -	£ 180.00
19/02/2018	Your Café in the Park	January cleaning	£ 135.00	£ -	£ 135.00
20/02/2018	Buckland Landscapes	Concrete Base - churchyard	£ 235.00	£ 47.00	£ 282.00
22/02/2018	Mayfords Surveyors	Building Survey - Café/Club building	£ 1,300.00	£ 260.00	£ 1,560.00
23/02/2018	Hags-SMP	Play Mat installation	£ 600.00	£ 120.00	£ 720.00
23/02/2018	Sign Wizzard	STP signs	£ 35.36	£ 7.07	£ 42.43
28/02/2018	Your Café in the Park	Feb Cleaning 29/1/18-4/3/18	£ 175.00	£ -	£ 175.00
28/02/2018	E McGoldrick	Bins and toilet cleans	£ 180.00		£ 180.00
DDs - For Info					
05/02/2018	British Gas	Top Car Park	£ 52.88	£ -	£ 52.88
05/02/2018	British Gas	Monthly DD PC/YC	£ 98.00		£ 98.00

MOTION: to recommend the list of payments to full council, except for Npower and ETC Sports, PROPOSED by Cllr Stewart SECONDED by Cllr Ronson and AGREED.

18.021 Reserves/Investments

The clerk had obtained advice from the SLCC directing her to a .Gov 'Guidance on Local Government Investments' document. There had not been time to read this thoroughly and it was agreed to keep the matter on the agenda.

18.022 Staffing Matters

- i **Clerk – Planning/Projects Hours:** It had previously been discussed that the Clerk – Projects/Planning's hours needed to increase permanently to 25 per week, and this was now formally agreed.

MOTION: to agree that the Clerk – Projects/Planning's hours will increase to 25 per week, PROPOSED by Cllr Ronson, SECONDED by Cllr Stewart and AGREED

- ii **Temp Office Help – Easter 2018:** The clerks had requested help from the office temp during the Easter holidays to upload documents to the website, upload Cllr interest documents to AVDC and general filing. The clerk requested 20 hours @ £7.50.

MOTION: to agree to engage the office temp as above during the Easter holidays, PROPOSED by Cllr Hughes SECONDED by Cllr Stewart and AGREED

- iii **Purchases Under £250:** The clerk had always bought items such as stationery, signs and postage under £250 without authorisation. However, the auditor had picked up on this in the

internal audit and although reconciliation of invoices had now been implemented, the clerk suggested a formal motion would be better practise.

MOTION: to agree the clerk can make purchases under £250, PROPOSED by Cllr Ronson SECONDED by Cllr Stewart and AGREED.

- iv **Authorisation for the Clerk – Planning/Projects to make purchases with the debit card:** This matter was discussed, and it was agreed it would be better to apply for the clerk to have a debit card in her own name. The clerk/RFO agreed to approach Barclays about this.

MOTION: deferred.

18.023 Date of next meeting:

Tuesday 3rd April 2018 at 7pm

Signed Date

DRAFT