

**Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -  
held on Monday 4th June 2018 at 7.00pm  
at Aston Clinton Parish Meeting Room**

**Present:**

Councillors: -

L Tubb (Chairman)

L Ronson

C Judge

Clerk: G Merry

Members of the public: 0

**18.039 Apologies:**

Apologies were received from Cllr Stewart.

**18.040 To Approve the Minutes of the last Meeting held on 30th April 2018**

The minutes were agreed and signed.

**18.041 Declarations of Interest:**

There were no declarations of interest

**18.042 Public Participation**

There were no items

**18.043 Financial Situation Reports**

- i **Month-End Accounts:** The Clerk circulated the accounts for May. These showed a total income for the year to-date as £99,700 (45.7% of budget). Total expenditure was £8,370 (3.8% of budget). RBS software had visited and assisted in the year-end close. They had been happy that the accounts balanced correctly for 2017-18. The clerk presented the year-end balance sheet and draft Annual Return.
- ii **Budget Status:** The clerk advised that the revised budget figures were now in the system and there were no queries with the status of any budgets.
- iii **Payments to be agreed:** The clerk circulated the list of payments to be agreed (below). The invoice to the electrical contractor was queried and the clerk explained that this had involved the compilation of a full compliance report on the AWP electrics. The clerk had previously circulated information re. Npower bills for street lighting. Npower were sending upwards of 20 invoices every month for each of 2 MPANS. The bills included some credit notes, but it was unclear what these were for, nor the amounts that were due. The clerk had complained and asked for one bill with clear amounts owing. It was agreed to insist on this, as the council must have clarity on what is being billed, to ascertain if savings had been made from switching providers.

Date	Company	For	Amount £	Vat £	Total £	
02/05/2018	Your Café in the Park	Cleaning 2nd April to 29th April	£ 140.00	£ -	£ 140.00	
08/05/2018	R.B. Tree Care	Remove and replant tree	£ 160.00	£ -	£ 160.00	
14/05/2018	Your Café in the Park	Catering 14/5/18	30	£ -	£ 30.00	
15/01/2018	Steve Jowers & Associates	NHP drawing maps etc	£ 150.00	£ -	£ 150.00	

16/05/2018	NPOWER -	K997226L - May - ?	?	?	£ 43.60	potential amount owing -
16/05/2018	NPOWER -	K997226M - May - ?	?	?	£ 645.50	potential amount owing -
16/05/2018	RBS	Year-end close down support	£ 548.30	£ 109.66	£ 657.96	
18/05/2018	E Sharp Electrical	AWP electrics	£ 558.00	£ 111.60	£ 669.60	
26/05/2018	RBS	Alpha Software Support - annual subs	£ 119.00	£ 23.80	£ 142.80	
31/05/2018	E McGoldrick	bins and toilets	£ 258.00	£ -	£ 258.00	
31/05/2018	G Cook	bis and toilets - Eamonn's absence	£ 90.00	£ -	£ 90.00	
31/05/2018	G McEnery	office cleaning - May	£ 50.00		£ 50.00	
31/05/2018	Frank Cooper Ltd	Site Maintenance - payment 2	£ 952.08	£ 190.42	£ 1,142.50	
<b><u>DDs - For Info</u></b>					£ -	
15/05/2018	Tanswell technology	IT support and 360 subs	£ 24.00	£ 4.80	£ 28.80	

**MOTION:** to recommend the list of payments to full council, PROPOSED by Cllr Judge SECONDED by Cllr Ronson and AGREED.

#### 18.044 Earmarked Reserves

The clerk explained that over the last 3 years the council had been successful in re-establishing healthy reserves and was now in a position to earmark previously-agreed amounts. These included £45,000 to get to submission stage for the Community Centre planning application, and a possible £40-50K for underwriting the cost of re-siting the café, football club and soft play during the build. It was discussed and agreed to earmark £100K to cover these activities and the clerk explained the earmarking would be identified as such in the accounts.

#### 18.045 Annual Return

- i The clerk circulated the draft return, and this was approved in principle, subject to internal audit. She explained that there would need to be an extraordinary meeting of the full council to sign off on the return, after the internal audit on June 20<sup>th</sup> but before the deadline of 30<sup>th</sup> June. It was agreed to schedule this for 26/6/18 at 7pm

#### 18.046 Date of next meeting:

Monday 2<sup>nd</sup> July 2018 at 7pm

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