

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

Present:

Councillors: -

P Hughes (Chairman)

R Stewart

L Ronson

L Tubb

Clerk: G Merry

0 Members of the public

It was resolved that due to the confidential nature of the business to be transacted, the public would be excluded from the meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 18.14: **MOTION:** PROPOSED by Cllr Hughes SECONDED by Cllr TUBB and AGREED

18.008 Apologies:

There were no Apologies.

18.009 To Approve the Minutes of the last Meeting held on 2nd January 2018

The minutes were agreed and signed.

18.010 Declarations of Interest:

There were no declarations of interest

18.011 Public Participation

There were no items

18.012 Financial Situation Reports

- i **Month-End Accounts:** The folder of paid Invoices for January, had been reconciled with the bank statement by Cllr Tubb. The Clerk presented the month-end accounts for January. These showed a total income for the year to-date as £232,454 (110% of budget) and the total expenditure as £180,243 (79% of budget). An S106 refund of expenditure for the new All Weather Pitch was due from AVDC.
- ii **Budget Status:** The budget for 'Premises: Drains, Repairs, H&S' was significantly overspent (176%) and although this was balanced by the underspend in the Programmes budget (19%), the clerk agreed to circulate a print-out of the breakdown of payments. Income generally was 10% higher than predicted for the year and expenditure was currently well under projected.
- iii **Payments to be agreed:** the clerk circulated the list of payments to be agreed and reported that the skatepark user group were happy with the re-modelled half-pipe. ETC Sports had not yet attended to the snagging items highlighted on the ROSPA report and it was decided to recommend continuing to withhold the balance of their payment. The invoice for the new fence at 16 Green End Street was discussed and it was agreed that it should be paid. Despite agreeing both verbally and in writing, to pay half this invoice, the occupant had not paid. Since he was not responding to email reminders, it was agreed 2 councillors would visit him to discuss the payment, prior to any further action being considered.

MOTION: to recommend the list of payments to full council PROPOSED by Cllr Hughes SECONDED by Cllr Tubb and AGREED, with provisos as above.

18.013 Reserves/Investments

The clerk presented an advice sheet published by the SLCC re. investments for parish councils. It recommended devising an investment policy before deciding whether to invest reserves currently

held on deposit. It was predicted to end this financial year with approx. £45,000 surplus and it was agreed this would be worth investing. It was agreed the clerk would contact the NALC financial expert for further advice.

18.014 Staffing Matters (The clerk left the meeting)

Cllr Tubb presented as follows: It had come to light over some months that the Council had been incorrectly advised from when the current clerk was employed and had been under-paying both clerks. Although the SLCC Pay Scales were being used, a Job Evaluation had not been carried out and it had not been made clear that the pay scales for part-time clerks were only a guideline. Cllr Tubb had been working with both clerks to resolve this, firstly by undertaking job evaluations according to the SLCC job evaluation advisory information. Due to the size and pro-activity of the council and the levels of responsibility involved, both jobs had been re-classified from LC1 level, to a combination of LC2-3. These should then equate to the LC2-3 pay scales. Both clerks' Job Descriptions had been re-written in line with this, and a pay rate agreed for recommendation to full council. In addition, it was proposed that the clerks should be paid a lump sum in backdated under-pay. It had been agreed with the clerks that this would be calculated from January 2017. The clerk had subsequently provided spreadsheets with analysis of the costs to the Council both going forward, and for the lump sum, and had included with this employer's N.I. and pension payment costs. The matter was discussed.

MOTION: to agree to the restructuring of staff salaries to be recommended to full council as above, PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

18.015 Date of next meeting:

Tuesday 6th March 2018 at 7pm

Signed Date