

Minutes of the Meeting of the Finance and Staffing Committee on
Tuesday 5th November 2019 at 7.00pm
at Parish Council Meeting Room.

Present

Cllr Judge (Chairman)
Cllr Watton
Cllr Wyatt

In Attendance

Clerk: E Barry and S Kenny (recording)

Members of Public: 0

It was RESOLVED that due to the confidential nature of the business to be transacted, the press and public will be excluded from this meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 19.116 (iii) of the agenda - PROPOSED by Cllr Wyatt, SECONDED Cllr Watton and AGREED

19.106 Apologies – Cllr Tubb, Cllr Ronson & Cllr Duffield

19.107 Minutes - To approve the minutes of the last meeting – PROPOSED Cllr Watton SECONDED Cllr Wyatt and AGREED

19.108 Declarations of Interest - There were no declarations of interest

19.109 Public Participation – There was no public participation

19.110 Financial Situation Reports

- i. **Reconciliations** – Cllr Watton had completed and signed off the reconciliations prior to the meeting.
- ii. **Month-end report and budget status October 2019** – The Clerk had circulated the month end report. Income to date (excluding S106 funds) was £265,438 = 96.5% of the expected budget. Expenditure excluding Community Centre (S106) & Temporary Accommodation (General Reserves) was £95,736 = 43% of budget to date. Items to highlight; payroll company costs are over, due to more members of staff and inclusion of park keeper as salaried member of staff. Audit and elections are over budget which is the same as the previous year. Café bins and toilets are over budget the same as previous year along with a mid-year cost increase. The Clerk would ensure these were adjusted in next year's budget. Cllr Wyatt asked to clarify the projects and community items, and the Clerk reported that this was the budget for events which included Astonbury and Play in the Park.
- iii. **Community Centre**
 - **Income & Expenditure** The Clerk had circulated the income and expenditure budget for the Community Centre project. Total expenditure to date was £142,827 and income received from S106 funds was £117,379, with a further £25,448 to be claimed.
 - **Cash flow/schedule payments** The Clerk had circulated the Schedule of payment estimates for contract fees to end of project. She went on to explain that on the 23rd of each month, the QS would produce a valuation against work completed, within 5 days the Contract administrator would check and produce a certificate which would be provided to AVDC along with invoice for draw down of S106 or New Homes Bonus funds. AVDC would then transfer funds to the Parish Council for payment, which would be made following approval at Full Parish Council. The funds however from AVDC would be NET of VAT and the Parish Council would have to cover the difference and submit a claim to HMRC. The Committee identified the VAT as the main cash flow risk and went on to discuss ways of mitigating this risk. Cllr Watton suggested looking into a short term loan. It was also suggested that Cllr Watton writes to HMRC explaining the temporary increase in VAT claims and asking to be assigned a case officer.

- **Review of invoices** 4 invoices received, from QS, Architect, E Sharpe and Sandy's plumbing. These had been checked by the Clerk and Cllr's Tubb and Read and signed off with the exception the invoice from the QS as the sum was for greater than originally estimated. The Clerk had requested further detail on what the extra hours were for. It was AGREED that the invoice could be paid, subject to receipt of satisfactory explanation of extra hours claimed for. The schedule of fees for carpentry work was for more than originally budgeted, however, all AGREED that it had been difficult to budget for as there were unknown factors at time of quoting including height of buildings from the ground and building regulation requirements. It was AGREED that the work that had been completed was to a high and complaint standard.

iv. Payments to be agreed

MOTION: to recommend payment of invoices – PROPOSED by Cllr Wyatt, SECONDED by Cllr Watton and AGREED

19.111 Fitness Division Invoice -

MOTION: to approve amendment of invoice amount from 4 to 3 sessions a week for the period of Jan to April 2019 – PROPOSED Cllr Watton SECONDED Cllr Wyatt and AGREED

19.112 Community Centre PV Panels and Bollards – review of costs before presentation to PC – No final figure yet received, PV panels will be £12,000, still awaiting external bollard costs, we have reduced the number of bollards. The CC Committee signed off on £19,000 for both.

19.113 Risk register – review and recommendation; Cllr Watton recommended adding cash flow risk for Community Centre Project to the risk register and all AGREED.

19.114 CCLA/COIF Account for Fountain – update – Cllr Watton was working on obtaining the grant funds and had received the paperwork that would help with this.

19.115 Budget 2020/21 – The Clerk reported that she had received the precept request from AVDC for the 17th January 2020 and that the tax base for 20/21 is 2,073, an increase of 9% from the previous years figure of 1,896. The first draft budget would be discussed at the next F&S meeting with final budget to be signed off at the January PC meeting.

19.116 Staffing Sub-Committee

- i. **Update** The staffing sub committee had met to discuss Angie Moore's contract and pension scheme options for staff.
- ii. **Pension scheme options** The Clerk reported that she was arranging a meeting with Bucks County Council for training on the LGPS and the Parish Council would need to look at the options for new members of staff, including revising the current resolution held with Bucks County Council.
- iii. **Temporary member of staff** The Staffing sub committee were recommending the transferring from temporary to permanent contract for Angie Moore on a continuous terms. The F&S Committee were in agreement with the change from temporary to permanent but wanted more information on the continuous terms. The Clerk agreed to provide further information after the meeting for the Committee to consider and approve via email.

MOTION: to approve the employment of Angie Moore transferring from a temporary to a permanent position was PROPOSED by Cllr Wyatt, SECONDED by Cllr Watton and AGREED.

19.117 Date of next meeting

No date was set for the next meeting

Signed.....Date