



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staff Committee** meeting held at 6.30pm on **22nd November 2021** at the Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

FS21.81 To Receive Apologies for Non-Attendance. Received from Cllr C Judge.

FS21.82 To Receive Declaration of Interests or Request for Dispensations. None declared.

FS21.83 To Approve the Minutes of the meeting held on 11th October 2021

The minutes of the meeting held on 11th October 2021 were approved as a true and accurate record and were signed by the Chair.

FS21.84 Questions and Comments from the Public. No members of the public present.

FS21.85 To Receive Financial Reports

- i. The VAT submissions to 31st October 2021 were received and noted.
- ii. It was noted that Council's request to move from monthly to quarterly VAT submissions had been approved by HMRC.

FS21.86 To Consider Moving from an Ad-Hoc IT Support Package to a Prepaid Hours Contract

Council is currently charged for IT support on an ad-hoc basis, with a one-hour minimum charge per incident. On a prepaid contact support is charged by the minute.

It was resolved to move to a Lite Premium User support package with Tanswell Technology Ltd at a cost of £25 per month.

ACTION: Clerk

FS21.87 To Consider Outstanding Community Centre S106 Claims

The Clerk was in the process of updating the S106 spreadsheet and would present a list of outstanding claims to the January 2022 committee meeting.

ACTION: Clerk

FS21.88 To Consider the Early Repayment of the Public Works Loan

It was agreed that a redemption figure would be sought and presented to Council for consideration.

ACTION: Clerk

FS21.89 To Consider Investment Options for Council's Reserves

Council's reserves are currently not fully covered by the Financial Services Compensation Scheme as this covers up to £85,000 with any one institution. It was agreed that to mitigate risk the committee would seek other institutions to spread the reserves.

ACTION: F&S Committee

It was agreed that an Investment Strategy be drafted.

ACTION: Clerk

FS21.90 To Consider the Draft 2022/2023 Budget

The figures for the draft 2022/2023 budget were discussed. The Clerk would produce an updated budget for the committee to consider prior to December's Council meeting.

ACTION: Clerk

FS21.91 To Note the Six-month Internal Audit Will Take Place on 20th December 2021

It was noted that the interim six-month internal audit will take place remotely on 20th December 2021.

FS21.92 Date for the Next Meeting: To be advised.

The meeting closed at 9.00pm

Signed.....Date

DRAFT