

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on Tuesday 6th November 2018 at 7.30pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb (Chairman)

A Duffield

R Stewart

Clerk: G Merry

Members of the public: 1

18.065 Apologies:

Apologies were received from Cllrs Ronson and Judge

18.066 To approve the minutes of the last meeting held on 1st October 2018

The minutes were agreed and signed.

18.067 Declarations of Interest:

There were no declarations of interest

18.068 Public Participation

There were no items

18.069 Financial Situation Reports

- i **Month-End Accounts and Budget Status:** The Clerk circulated the accounts to October. These showed a total income for the year to-date as £269,080 (123% of budget). Total expenditure was £155,795 (71% of budget). The virement of £8000 to the Repairs and Premises budget had been done. The 2nd instalment of the precept had been received. It was enquired when the turnover rent from the Café might be expected and the clerk agreed to find out.
- ii **Reconciliations:** Cllr Ronson had carried out the bank statement reconciliation and the account balances reconciliation, and both balanced.
- iii **Payments to be agreed:** The clerk circulated the list of payments to be agreed (below). Cllr Stewart enquired why there was an invoice for Café Door repair, when it had not long been installed. The clerk agreed to find out from the Projects/Planning clerk. It was agreed not to pay this invoice for the time being. Cllr Tubb clarified that the invoice from Marron's planning had been for planning consultancy and advice. The clerk confirmed that the annual subscription to the 2 defibrillators included an amount for replacement after a certain period of time.

<u>Outstanding Invoices to Oct 31st 2018</u>					
Date	Company	For	Amount £	Vat £	Total £
27/09/2018	PKF Littlejohn	External Audit	£ 800.00	£ 160.00	£ 960.00
01/10/2018	Sports Equip/Boyd leisure	Fitness Trail repairs	£ 1,250.00	£ 250.00	£ 1,500.00
02/10/2018	Sandys Plumbing	Excavate & lay electrical ducting	£ 850.00	£ 170.00	£ 1,020.00
05/10/2018	Aston Clinton School	Ad in flyer	£ 7.00	£ -	£ 7.00
08/10/2018	E Sharp Electrical	Connection driveway lights	£ 210.00	£ 42.00	£ 252.00
08/10/2018	GT Automation	Service Café door	£ 60.00	£ 12.00	£ 72.00
10/10/2018	AC Colts	Installation of container - refund	£ 75.00	£ 15.00	£ 90.00
12/10/2018	Npower	Aug - K997226M	£ 644.87	£ 128.97	£ 773.84
12/10/2018	Npower	Aug - K997226L	£ 28.52	£ 5.70	£ 34.22
12/10/2018	Npower	Sept - K997226M	£ 624.06	£ 124.81	£ 748.87
12/10/2018	Npower	Sept - K997226L	£ 27.59	£ 5.52	£ 33.11
18/10/2018	M Tubb	Astonbury marshalling	£ 41.30	£ -	£ 41.30
25/10/2018	Ross Stevens	Fit new handle to toilet	£ 32.50	£ -	£ 32.50
26/10/2018	Broxap	5 new park bins	£ 1,225.00	£ 245.00	£ 1,470.00
26/10/2018	Bucks CC	Pre-app advice - Highways	£ 1,000.00	£ 200.00	£ 1,200.00
29/10/2018	Ross Stevens	Unblock guttering and supply brackets	£ 30.00	£ -	£ 30.00
29/10/2018	E Sharp Electrical	Long plough, Beechwood, Longcroft	£ 202.80	£ 40.56	£ 243.36
29/10/2018	Community Heartbeat	Gold membership x 2 defibs	£ 850.00	£ 170.00	£ 1,020.00
30/10/2018	TJM Contractors	Repairs to skate ramp	£ 480.00	£ 96.00	£ 576.00
30/10/2018	Marrons Planning	Planning consultancy	£ 642.00	£ 128.40	£ 770.40
31/10/2018	Frank Cooper and Sons	Oct annual contracted	£ 952.08	£ 190.42	£ 1,142.50
31/10/2018	E McGoldrick	Bins and cleaning	£ 294.00	£ -	£ 294.00
31/10/2018	G McEnery	Office Cleaning	£ 100.00	£ -	£ 100.00
01/11/2018	AVDC	Garden waste collection 2018 (churchyard)	£ 45.00	£ -	£ 45.00
ADDITIONAL					
19/10/2018	Chase Ecology Ltd	Bat Survey - Comm Centre	£ 390.00	£ -	£ 390.00
31/10/2018	C Read	reimburse bin bags	£ 18.72		£ 18.72
01/11/2018	Sign Wizzard	Car Park Signs	£ 69.22	£ 13.84	£ 83.06
DDs					
01/11/2018	AVDC	Euro Bins	£ 657.45	£ -	£ 657.45
06/11/2018	BT	Phone and Broadband	£ 273.01	£ 54.60	£ 327.61

MOTION: to recommend the list of payments, less the one for the café door repair, to full council, PROPOSED by Cllr Stewart SECONDED by Cllr Duffield and AGREED.

18.070 VAT Situation

Cllr Tubb reported that the council is now registered for VAT. However, there had been an enquiry letter stating that the form 1614H – ‘Application for Option to Tax’, must be completed and submitted. Until that is implemented, no VAT can be charged. The clerk had downloaded and completed the form but needed confirmation that each section was correct. Advice on this was awaited from the VAT advisor. The clerk felt that the refund claim up to the point of registration, could still be sent in.

18.071 Bank

- i **Dual Authorisation for Payments:** The clerk reminded Cllr Tubb she needed to register for online banking with Barclays, before dual authorisation could be set up and Cllr Tubb agreed to get on to this.
- ii **Overdraft:** The clerk expressed concern that for the new community centre build, both the New Homes Bonus and S106, would only release payments on receipt of paid invoices. If invoices came in several at a time, there may be a need for a temporary overdraft until the refunds from AVDC were received. It was agreed that an appointment would be sought with the bank to discuss this and a committee member would accompany the clerk to the appointment.

18.072 Budget 2019-20:

The clerk circulated a first draft of the proposed budget and explained that not all budgetary information had been received yet. She went through how each set of figures had been reached, including breaking down the Premises/Repairs/Maintenance budget into 4 areas, for easier monitoring. Cllr Tubb pointed out that the PC's contribution to the community centre was coming from reserves so would not be included in the budget. The clerk advised putting in a contribution of approx. £50k for next year in any case. The tax base figure had been received from AVDC and was 1896 tax paying homes in the parish. This was an increase of 4.3 % since last year. However, the previous year's increase had been 6.6%, representing almost an 11% increase in the last 2 years.

18.73 Staffing

- i **Caretaker Job:** The clerk had circulated a candidate summary which Cllr Tubb talked-through. She reported that 3 candidates had been interviewed, of which 2 were highly suitable and one would not be pursued further. There had been a semi-formal interview with Cllrs Tubb, Ronson and the clerk, followed by a walk around with practical questions, with Cllr Read. A preferred candidate was being recommended, due to his suitability, skills and the fact that he was already an established self-employed handyman. Cllr Stewart questioned whether he would be covered by the council's insurance and the clerk confirmed that he would but would also need his own public liability insurance. It was agreed that he would be asked to start the first week in December, with a one-week handover with the current caretaker. It was agreed to aim for a leaving event after the December PC meeting, and the café would be asked re. availability. The recommendation would be voted on by the full council on 7/11/18.

MOTION: To agree to recommend candidate no 2, to full council PROPOSED by Cllr Tubb SECONDED by Cllr Duffield and AGREED.

- ii **Staff Salary Increment and Recording of Annual Leave:** The clerk's contracts allowed for an annual incremental increase on the NALC/SLCC salary scales. The amounts were discussed and agreed. Cllr Stewart pointed out that the matter of appraisals was still to be discussed and asked for a staffing sub-committee meeting to finalise the approach to these. Cllr Tubb recommended that the clerk maintains a spreadsheet detailing staff leave and that this is presented to the F&S committee periodically. The clerk agreed to organise this. It was also agreed that the clerk would submit both clerk's timesheets along with payslips for approval each month.

18.074 Date of next meeting: Monday 3rd December 2018 at 7pm

Signed Date