

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on Monday 26th March 2018 at 7.00pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb (Chairman)

R Stewart

L Ronson

C Judge

Clerk: G Merry

Members of the public: 0

18.024 Apologies:

There were no apologies and Cllr Judge was co-opted onto the committee - PROPOSED by Cllr Stewart
SECONDED by Cllr Ronson.

18.025 To Approve the Minutes of the last Meeting held on 6th March 2018

The minutes were agreed and signed.

18.026 Declarations of Interest:

There were no declarations of interest

18.027 Public Participation

There were no items

18.028 Financial Situation Reports

- i **Month-End Accounts:** The Clerk presented the month-end accounts for March. These showed a total income for the year to-date as £382,522 (181% of budget). Total expenditure was £303,807 (133.7% of budget).
- ii **Budget Status:** The clerk agreed to email the breakdown of the 'Miscellaneous Income' budget. She clarified the timeframe for the year-end shut-down and annual return deadlines. It was agreed to try to re-arrange the internal audit to fall after the close-down with the software company. The new external auditor was PKF Littlejohn.
- iii **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). It had been agreed that this committee would approve payments early so that they could be paid before year-end. The ETC Sport's invoice for the STP was discussed and it was agreed not to settle the balance, as snagging issues had not yet been addressed. The debris left behind by the Trim Trail contractors had not yet been cleared so their invoice would also not yet be settled. The catering invoice from the Café was felt to be a little high and it was agreed next time to set a budget for this. The clerk agreed to check that the LED conversions to Rosebery and Beaconsfield Road, had been carried out, before paying the invoice.

Outstanding Invoices to March 26th 2018

Date	Company	For	Amount £	Vat £	Total £
18/12/2017	ETC Sports Ltd	BALANCE - STP	£	£	£
			21,931.20	4,386.24	26,317.44
14/02/2018	Npower	Street Lighting - June 17- January 18 - extra MPAN (less credit of £3596.22 already paid)	£ 5,024.22	£ 865.32	£ 5,889.54
				Owing	£
					2,293.32
28/02/2018	G McEnery	Office Cleaning - Feb (OS)	£		£
			30.00		30.00

05/03/2018	Buckland Landscapes	Feb Site Maintenance	£ 2,237.50	£ 447.50	£ 2,685.00
08/03/2018	Smiths of Derby	Clock servicing	£ 282.00	£ 56.4	£ 338.40
09/03/2018	Sportsequip	Repairs to trim trail	£ 3,150.00	£ 630	£ 3,780.00
15/03/2018	Your Café in the Park	Catering - 7/3/18	£ 54.00		£ 54.00
13/03/2018	Npower	1013095120842 MPAN - Feb 18	£ 608.79	£ 121.76	£ 730.55
13/03/2018	Npower	1013095120610 MPAN - Feb 18	£ 38.10	£ 7.62	£ 45.72
22/03/2018	E Sharp Electrical	photocell fitting for Café apex	£ 196.50	£ 39.30	£ 235.80
22/03/2018	E Sharp Electrical	108 Long Plough and 11 Overstrand	£ 197.15	£ 39.43	£ 236.58
22/03/2018	E Sharp Electrical	LED conversion Rosebery and Beaconsfield	£ 1,260.00	£ 252.00	£ 1,512.00
23/03/2018	G McEnery	office cleaning March	£ 40.00		£ 40.00
23/03/2018	E McGoldrick	Park bins and toilet - March	£ 156.00		£ 156.00
26/03/2018	Your Café in the Park	Cleaning 5/3/18 - 1/4/18	£ 140.00		£ 140.00

DDs - For Info

05/02/2018	British Gas	Top Car Park	£ 52.88	£ -	£ 52.88
05/02/2018	British Gas	Monthly DD PC/YC	£ 98.00		£ 98.00

MOTION: to recommend the list of payments to full council, except for Sport Equip and ETC Sports, PROPOSED by Cllr Stewart SECONDED by Cllr Ronson and AGREED, with provisos as above.

18.029 Reserves/Investments

There had not been time to investigate this matter thoroughly and it was agreed that when the expected new councillors joined the council, they would be given this as a project.

18.030 Date of next meeting:

Monday 30th April 2018 at 7pm

Signed Date