

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -  
held on Monday 4th February 2019 at 7.00pm  
at Aston Clinton Parish Meeting Room

**Present:**

Councillors: -

L Tubb (Chairman)

L Ronson

A Duffield

R Stewart

C Judge

Clerk: G Merry

Members of the public: 0

**19.010 Apologies:**

There were no apologies

**19.011 To approve the minutes of the last meeting held on 7th January 2019**

The minutes were agreed and signed.

**19.012 Declarations of Interest:**

There were no declarations of interest

**19.013 Public Participation**

There were no items

**19.014 Financial Situation Reports**

- i **Reconciliations:** Cllr Tubb had checked the invoices to bank account reconciliation, and Cllr Ronson would do the bank balance reconciliation on 5/2/19.
- ii **Month-End Accounts and Budget Status:** The Clerk circulated the accounts to January. These showed a total income for the year to-date as £278.921 (128% of budget). Total expenditure was £228,122 (105% of budget). The 'caretaking' account was still showing as the previous contractor and the clerk agreed to change it as a sub-heading. It was agreed all budgets were on track but there was a need to be frugal until the application for Option to Tax was approved. The clerk agreed to email the committee a breakdown of miscellaneous expenditure to-date.
- iii **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). Expenses listed on the caretaker's invoice, amounting to £14.04 were queried and the clerk reported these as cleaner, a toilet handle and litter picker.

**MOTION:** to recommend the list of payments to full council, PROPOSED by Cllr Judge  
SECONDED by Cllr Ronson and AGREED.

**19.015 VAT Situation**

Cllr Tubb reported that the new councillor, Cllr Watton, was a tax expert and would be co-opted onto this committee. In the meantime, she had been helping with the current impasse re. the Option to Tax application. The OTT unit had queried several areas and Cllr Watton had looked back into the history of the application. She had queried some of the advice previously received and from that, a meeting had been held with the original VAT advisor. The outcome of that meeting was that not all of the previous advice had been correct. In particular, the forms 1614A and subsequent 1614H had contradicted each other, as to what area/buildings were included in the application. It was felt that from now on, Cllr Watton would be better placed to advise on VAT and that to protect the council from unnecessary expenditure, the first advisor was asked not to carry out any more work for the PC. This course of action was agreed by the committee.

CLlr Watton also advised it was likely now that the VAT reclaimed on the AWP (£14,620) would have to be repaid to HMRC. She had helped the clerk and Cllr Tubb construct a response to the OTT unit, addressing their queries in detail and requesting that OTT is backdated to 3/10/18. The whole of the Park would be applied for to be 'Opted'.

The clerk circulated a spreadsheet of potential liabilities in the following areas:

- VAT to be paid to HMRC, as VAT collected from tenants, since Oct/Nov 2018 amounting to approx. £1,351
- Payments including VAT already paid on community centre costs amounting to approx. £5,712.
- VAT potentially to be repaid on the AWP of £14,620.80.

The total of these amounts should be deduced from any projected year-end surplus. Regular VAT returns would be filed quarterly and the next one was due in March for the Dec-Feb period. It was agreed Cllr Watton would be asked to assist the clerk with this.

**19.016 Staffing Sub-Committee**

The clerk reported that she is having a monthly catch-up meeting with the caretaker and his workplan was being monitored this way.

(The Clerk left the meeting at 19.55)

The clerk had advised on the updated total of back-pay, potentially due as a result of the salary increases not implemented in April 2018. She had added an estimated figure for employer's NI and LGPS.

**MOTION:** to agree the backdated increment 2018 to recommend to full council, PROPOSED by Cllr Stewart SECONDED by Cllr Duffield and AGREED

It had been discussed at the staffing sub-committee, that progression through the incremental pay scale was written into the clerk's contracts and the April 2019 increment had been recommended by the sub-committee. The clerk had advised what the new rates would be.

**MOTION:** to agree the April 2019 incremental increase, to recommend to full council, PROPOSED by Cllr Stewart SECONDED by Cllr Duffield and AGREED

**19.0017 Date of next meeting:**

Monday 4th March 2019 at 7pm

Signed ..... Date .....