

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on Monday 30th April 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

18.031 Apologies:

There were no apologies.

18.032 To Approve the Minutes of the last Meeting held on 26th March 2018

The minutes were agreed and signed.

18.033 Declarations of Interest:

There were no declarations of interest

18.034 Public Participation

There were no items

18.035 Financial Situation Reports

- i **Month-End Accounts:** The Clerk explained that computerised accounts would not be available until after the software company had visited to do the year-end close. She presented an excel set of month-end accounts for April. These showed a total income for the year to-date as £97,545 (43% of budget). Total expenditure was £5,637 (2.7% of budget). The first instalment of the precept had been received.
- ii **Budget Status:** The clerk advised that with the budget being agreed in November, it was often necessary to do a revision at the start of the financial year. Usually underspends from the last year would be carried forward. However, this year, she advised putting any underspends straight into earmarked reserves, to help underwrite the cost of accommodating the café, soft play and football club during the expected community centre build. A suggested revised budget was circulated. Cllr Ronson requested that last year's lamppost underspend be carried forward, as it was likely that lampposts would have to be moved as part of the planned driveway reconfiguration. This was agreed, and the clerk agreed to adjust the budget before presenting to full council.
- iii **Budget Status:** there were no issues to-date
- iv **Arrangements for year-end.** The clerk advised that RBS software would attend on May 16th to do the year end close and open the accounts for the new financial year. They would also prepare the figures for the Annual Return which needed to be re-stated this year from Receipts and Payments to Income and Expenditure. The internal audit had been re-scheduled to June 20th and Cllr Tubb agreed to try to attend.
- v **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). The balance on ETC Sport's invoice for the STP could now be paid, as snagging issues had been addressed. The Trim Trail contractors had also cleared their debris, so their invoice would be settled.

Outstanding Invoices to April 31st 2018					
Date	Company	For	Amount £	Vat £	Total £
18/12/2017	ETC Sports Ltd	BALANCE - STP	£ 21,931.20	£ 4,386.24	£ 26,317.44
19/02/2018	Newton Groundworks	Bridge Work + welding of compound fence	£ 4,120.00	£ -	£ 4,120.00
09/03/2018	Sportsequip	Trim Trail Repairs	£ 3,150.00	630	£ 3,780.00
31/03/2018	Almar	Scans - football pitch maps	£ 12.91	£ 2.58	£ 15.49
05/04/2018	Npower	March Street Lighting - K997226M	£ 658.83	£ 131.77	£ 790.60
05/04/2018	Npower	March Street Lighting - K997226L	£ 27.00	£ 5.40	£ 32.40
09/04/2018	ICO	Annual Registration	£ 35.00	£ -	£ 35.00
18/04/2018	E White	Temp admin support	£ 150.00	£ -	£ 150.00
07/04/2018	Buckland Landscapes	March Site Maintenance	£ 2,237.50	£ 447.50	£ 2,685.00
27/04/2018	Frank Coopers Ltd	April Site Maintenance	£ 952.12	£ 190.42	£ 1,142.54
30/04/2018	G McEnery	Office cleaning	£ 40.00	£ -	£ 40.00
30/04/2018	E McGoldrick	Park Bins and toilet cleans	£ 237.25	£ -	£ 237.25
DDs - For Info					
26/04/2018	AVDC	Euro Bin Empties	£ 572.00	£ 96.00	£ 668.00
June	Just Host	Domain Registration - website	£ 11.41		£ 11.41

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

18.036 Risk Register and Asset Register

Cllr Tubb had updated the Risk Register in collaboration with the clerk and this had been circulated. It was agreed to obtain a second quote for the full tree inspection. It was agreed to title the play inspection 'Accredited Annual Play Inspection' rather than ROSPA inspection. There was a new section to comply with the new GDPR law. The Asset Register had been updated by the office temp and the clerk agreed to add the new purchases for last year, before circulating to full council at the Annual Meeting. Subject to these amendments, both registers were approved.

18.037 Staffing

- i The caretaker was going on leave for one week commencing 21/5/18 and it was agreed the clerk would ask a local young person doing the World Challenge, to cover. Cover for opening and closing the Park was agreed as follows: -
 - RS to open up every morning
 - Lock ups: 21st and 22nd – LT, 23rd – LR, 24th – Café staff, 25th – GM, 26th and 27th – LR
- ii A cleaner needed to be sought for the Bowls Club toilets, under the new shared arrangements. The clerk agreed to ask a previous applicant.

18.038 Date of next meeting:

Monday 4th June 2018 at 7pm

Signed Date