

Minutes of the Meeting of the Finance and Staffing Committee on  
Tuesday 1<sup>st</sup> October 2019 at 7.00pm  
at Parish Council Meeting Room.

**Present**

Cllr Tubb (Chairman)  
Cllr Watton  
Cllr Wyatt  
Cllr Ronson  
Cllr Duffield

**In Attendance**

Clerk: E Barry and S Kenny (recording)

Members of public: 0

Cllr Tubb explained that item 19.104 was of a confidential nature and proposed that the public be excluded from that item.

MOTION: RESOLVED that due to the confidential nature of the business to be transacted, the press and public will be excluded from this meeting, under the Public Bodies (Admission to Meetings) Act 1960, for item 19.104 of the agenda, PROPOSED by Cllr Ronson and SECONDED by Cllr Watton and AGREED.

**19.97 Apologies**

Apologies were received from Cllr Judge.

**19.98 Minutes** - To approve the minutes of the last meeting PROPOSED by Cllr Watton SECONDED by Cllr Wyatt, AGREED and signed by the Chairman

**19.99 Declarations of Interest**

There were no declarations of interest.

**19.100 Public Participation**

There was no public participation

**19.101 Financial Situation Reports**

- i. **Reconciliations** - Cllr Ronson had carried out the reconciliations and confirmed that they balanced. The Clerk was still running down petty case with £9.86 remaining
- ii. **Month-end report and budget status September 2019** - The Clerk had circulated the accounts to end September with total income for the year to date (excluding S106 monies) showing **£263,168 (95.6% of budget)** and total expenditure excluding Community Centre & Temporary Accommodation showing **£80,816 (36% of budget)**.

Cllr Tubb reported that a donation had been received in the amount of £1,000 from DAYLA for Astonbury. It was AGREED that the Assistant Clerk would draft a thank you letter to Dayla. Cllr Wyatt asked if permits for Colts and Football Club had been paid. The Clerk confirmed that the Football Club had paid £1000 but the Colts had not yet paid their £1900. Cllr Wyatt asked if Regiment Fitness had paid and the Clerk explained that he had been invoiced but currently £1500 outstanding. Cllr Tubb suggested a meeting with him, to maybe set up a payment plan or set up a standing order. However, the Clerk would call him in the first instance. Cllr Tubb asked if the Parish Council had to replace any lampposts this financial year, nothing had been inspected or reported to date. The Clerk suggested carrying any unspent budget from this year for lampposts to next year in case there is one year when one or several needed to be replacing.

- iii. **Community Centre review of invoices** –

The following were presented (figures net of VAT):

UK Power Networks	Disconnection of electricity supply	£ 1,027.00
Portable Offices	Temporary Accommodation - baby change unit	£ 480.00
E. Sharp (Electrical) Ltd	Installing mains supplies to changing rooms, kitchen. In addition install 3 phase supply to the community building from tennis club cabinet and additional single phase supplies from the car park mains cabinet to the toilets and officials room.	£ 4,204.30
Sandy's Plumbing LTD	Carry out works as per quotes one, two and three - Temp Accom	£ 3,495.00
Dawn Lodge Associates	Fee invoice for works in connection with the pre contract stage.	£ 4,060.00

The Clerk reported that the projected spend from the budget for the temporary accommodation of £140,000 was close to being met with a possible end of project over run expected of around £2K. She also suggested setting up a Finance working party for the Community Centre build to look at the best way of managing budget and cash flow for this project. Also, recommending talking to the internal auditors once appointed. Cllr Ronson agreed that it would be necessary to have assurances about the monies being paid.

- iv. **Payments to be agreed** – The Clerk circulated the schedule of invoices to be paid. Cllr Tubb explained that the Music Licence for Astonbury was for slightly more than originally expected, but still within budget.

<b>Invoices to 1st October 2019</b>						
Date	Company	For	Amount £	Vat £	Total £	Comments
27/09/2019	Frank Cooper and Son Limited	Grass cutting - 6th payment of 12	£ 1,302.08	£ 260.42	£ 1,562.50	
17/09/2019	PKF Little John	External Audit fees	£ 800.00	£ 160.00	£ 960.00	
12/09/2019	FIRE FM	Fire Risk Assessment - Café in the park	£275.00	£55.00	£330.00	
12/09/2019	FIRE FM	Fire Risk Assessment - Youth Club	£275.00	£55.00	£330.00	
12/09/2019	npower Business Solutions	Street lighting - August	£703.01	£140.61	£843.62	
10/09/2019	R.B Tree Care	Tree works - to prune back trees from astro turf pitch	£70.00	£0.00	£ 70.00	
10/09/2019	Complete Building Control Ltd	Building Control services Temp Accommodation	£900.00	£180.00	£ 1,080.00	
09/09/2019	FIRE FM	2KG CO2 Extinguisher - kitchen, Disposal of Fire Extinguisher, and Labour cost	£75.00	£15.00	£ 90.00	Awaiting Delivery, ordered 05/09/2019
31/08/2019	M&J Welding	Supply Plant, Labour and Materials to site, Weld Finger Pinch Bar to gate, Weld sections of Playground railings in 6 places, Weld fence post at far end of Sports Field	£175.00	£35.00	£ 210.00	
30/08/2019	Frank Cooper and Son Limited	Grass cutting - 5th Payment of 12	£ 1,302.08	£ 260.42	£ 1,562.50	
20/08/2019	Tanswell Technology Ltd	Onsite 12/08/19: move PC etc	£50.00	£ 10.00	£ 60.00	
28/06/2019	Frank Cooper and Son Limited	Grass cutting - 3rd Payment of 12	£1,302.08	£ 260.42	£1,562.50	
<b>Astonbury 17th August 2019 Invoices</b>						
01/10/2019	James Doyle	Astonbury steward	£ 61.50	£ -	£ 61.50	
16/09/2019	Aylesbury Vale District Council	Bin Hire 5 x 1100L Refuse bins	£ 272.00	£ -	£ 272.00	
29/08/2019	PPL PRS United for music	The Music Licence	£ 138.26	£ 27.65	£ 165.91	PPL QUERY - Liz checking PPL fee (deferred from last meeting)
15/08/2019	three counties Plant and Tool Hire	Temporary Site Fencing, Rubber Base, Fencing Coupler	£100.00	£ -	£100.00	
<b>Community Centre Invoices - APPROVED by committee</b>						
24/09/2019	UK Power Networks	Disconnection of electricity supply	£ 1,027.00	£ 205.40	£ 1,232.40	PAID - approved at Committee, and urgently required
30/09/2019	Portable Offices	Temporary Accommodation - baby change unit	£ 480.00	£ 96.00	£ 576.00	
24/09/2019	E. Sharp (Electrical) Ltd	Installing mains supplies to changing rooms, kitchen. In addition install 3 phase supply to the community building from tennis club cabinet and additional single phase supplies from the car park mains cabinet to the toilets and officials room.	£ 4,204.30	£840.86	£ 5,045.16	
24/09/2019	Sandy's Plumbing LTD	Carry out works as per quotes one, two and three - Temp Accom	£ 3,495.00	£ 699.00	£ 4,194.00	
14/09/2019	Dawn Lodge Associates	Fee invoice for works in connection with the pre contract stage.	£ 4,060.00	£ 812.00	£ 4,872.00	

**MOTION:** to recommend payment of invoices – PROPOSED by Cllr Ronson SECONDED by Cllr Wyatt and AGREED

**19.102 Registers**

- i. **Risk register review and recommendation** - This had been updated by Cllr Tubb and circulated for review and agreement. Items that had been updated included the following: Dual authorisation for payments. Three part-time employees. Change insurance for the temporary accommodation is medium risk. Moving the CCTV. The main risk for temporary accommodation would be vandalism, the CCTV would not cover all areas.

**MOTION:** To agree drafted amendments – PROPOSED by Cllr Wyatt SECONDED by Cllr Duffield and AGREED

- ii. **Asset register quarterly review and recommendations** – this month is the first quarterly review. Cllr Tubb requested more time to review, and suggested deferring the item. The Clerk reported that the internal auditor had suggested the addition of a column for items that were no longer assets.

**19.103 Audit & Annual Governance & Accountability Return 2019/20**

- i. **Appointment of Internal Auditors** – The Clerk had contacted a company recommended by Wendover Parish Council and was in the process of completing a form for the purpose of receiving a quote. She was also trying to source one further company to quote and would report back when she had three quotes.

**MOTION:** to recommend appointment of internal auditors – was deferred

- ii. **Notice of conclusion of audit** – The Clerk had posted this notice on the Parish noticeboards and website, along with a copy of their report. She explained that a fee of £2 would be charged for requests for paper copies of documents in line with what was considered a reasonable sum.
- iii. **External Auditors Report** – the Clerk reported that the External Auditors Report had been received confirming “that the information provided in section 1 & 2 of the AGAR is in accordance with Proper Practices and no other matters have come to the our attention giving cause for concern”.

**19.104 Staffing Sub-Committee**

- i. **Park Keeper** – the new park keeper had been appointed under the following terms as AGREED by the Committee via email on the 4<sup>th</sup> September:  
The hourly rate would be the same as the previous park keeper but unlike previous park keepers, he would be employed as a salaried member of staff.

**MOTION:** to ratify the decision of the Finance and Staff Committee for rate of pay and type of employment was PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED.

- ii. Temporary member of staff contract – Both Cllr Tubb and the Clerk explained that the temporary member of staff had proved invaluable and was currently employed under a temporary contract for 10 hours a week. The recommendation was therefore to extend her temporary contract until the end of November with another review at this time.

**MOTION:** to approve extension to temporary member of staff contract was PROPOSED by Cllr Wyatt SECONDED by Cllr Duffield AGREED

Cllr Watton asked when the budget for staffing will be set for 2020. The Clerk explained that she was in the process of looking at budgets and would be in a position to update the Committee at the next meeting.

**19.105 Date of next meeting – 5<sup>th</sup> November 2019**

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