

**ASTON CLINTON PARISH COUNCIL**  
**ASTON CLINTON PARISH MEETING ROOM, LONDON ROAD, ASTON CLINTON.**  
☎ **01296 631269**                      📧 **parishcouncil@astonclinton.org**

You are hereby summoned to attend a Meeting of the Finance and Staffing Committee on  
Wednesday 4<sup>th</sup> March 2020 at 6.00pm in the Parish Council Meeting Room.

**AGENDA**

**20.20 Apologies**

**20.21 Minutes** - To approve the minutes of the last meeting

**20.22 Declarations of Interest**

**20.23 Public Participation**

**20.24 Financial Situation Reports**

- i. Reconciliations
- ii. Month-end report and budget status February 2020
- iii. Community Centre
  - Contract sum forecast
  - Income/Expenditure
  - Cash flow/schedule of payments
  - review of invoices
- iv. Payments to be agreed

**MOTION:** to recommend payment of invoices

**MOTION:** to agree transfer of tax refund transaction for a member of staff

**20.25 Year End & Audit**

**20.26 Interim Audit**

**20.27 Risk register** – review and recommendation

**20.28 Allotments**

- i. VAT

**MOTION:** to agree the treatment of past VAT payments on park allotments

- ii. Deposit for keys & reporting on the Accounts

**20.29 Date of next meeting**

Elaine Barry, Parish Clerk, 28/02/20

**THE PUBLIC ARE WELCOME TO ATTEND ALL MEETINGS**