

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
Tuesday 16th June 2020 at 7.30pm in the **Parish Council Virtual Meeting Room.**

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. THOSE WISHING TO ATTEND MUST
CONTACT THE CLERK BEFORE 1PM ON THE DAY OF THE MEETING FOR LOG ON DETAILS.**

AGENDA

20.53 Apologies

20.54 Declarations of Interest

20.55 Election of Committee Chairman and Vice Chairman

MOTION: To agree a chairman for the coming year

MOTION: To agree a vice chairman for the coming year

20.56 Minutes - To approve the minutes of the last meeting

20.57 Public Participation

20.58 Committee Terms of reference

MOTION: To agree Committee terms of reference

20.59 Financial Situation Reports

- i. Reconciliations
- ii. Month-end reports and budget status May 2020
- iii. Community Centre
 - Contract sum forecast
 - Income/Expenditure
 - Cash flow/schedule of payments
 - review of invoices

MOTION: to recommend the payment of Community Centre Invoices to Parish Council

- iv. Payments to be agreed
MOTION: to approve payment of invoices

- v. Asset Register
MOTION: to approve updates to Asset register

20.60 AUDIT & Annual Governance and Accountability Return (AGAR)

- i. Submission deadline for AGAR and supporting documents
- ii. Process for signing and submission of AGAR

MOTION: to make recommendation to Parish Council for the signing and submission of the AGAR

- iii. Exercise of public rights

MOTION: to make recommendation to Parish Council for the setting of the period for the exercise of public rights

(Note: under new regulations there is no requirement this year for a common period for the exercise of public rights, the only requirement being that the 30-working day period should start on or before the first working day of September, ie the 1st September 2020)

- iv. Internal Audit report – review and recommendation

20.61 Temporary Funding gap for Community Centre

MOTION: To make recommendation to Parish Council

20.62 Staffing Sub Committee

- i. **MOTION:** To note the draft minutes of the staffing sub committee held on 4th June
- ii. Recruitment process

MOTION: To approve the recommendation of the staffing sub committee to employ the services of a recruitment company for the position of assistant clerk

- iii. Staff Matters

MOTION: To approve the recommendations of the staffing sub committee

20.63 Date of next meeting

Elaine Barry, Parish Clerk, 11/06/20