

The Minutes of the meeting of the Finance and Staffing Committee on  
Wednesday 9th September 2020 at 6.30pm in the Parish Council Virtual  
Meeting Room.

**Present**

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

**In attendance**

Clerk E Barry (recording)

Members of the public 0

**20.83 Apologies**

Apologies were received from Cllr Judge and Cllr Duffield.

**20.84 Declarations of Interest**

There were no declarations of interest. The clerk announced that she would leave the meeting when her salary was discussed.

**20.85 Minutes** - To approve the minutes of the last meeting – PROPOSED by Cllr Wyatt, SECONDED by Cllr Tubb, AGREED and signed by the acting Chairman.

**20.86 Public Participation**

There was no public participation

**20.87 Financial Situation Reports**

- i. Reconciliations – Cllr Watton had checked and signed off on the reconciliations prior to the meeting and reported all was fine.
- ii. Month-end reports and budget status 2020 –  
Month end reports were circulated prior to the meeting. The Clerk reported there were no issues with expenditure to date. Income obviously not as expected due to COVID. Café turnover, rent was due but the amount was being readjusted to take account of the discounts on base rent. No income would be expected from donations for Astonbury this year but there would be no expenditure either. The Clerk was waiting for payments from BG fitness under other park permits. Cllr Wyatt asked about the football club permits and the clerk responded that she was dealing with this, the Colts and Football club permits would be separated this year. She had not invoiced them as yet.
- iii. Community Centre
  - Reports and budget status – The clerk had circulated the monthly report to end August and reported on the following highlights:
    - Project expenditure in total was just over £1m with the majority of funds already received from the New Homes Bonus and S106 pots.
    - Current projected overspend taking account of the contingency = £15,193
  - Public Works Loan & S106 update – The Clerk explained that there had been little movement on these and asked for a Councillor, with time on their hands, to chase down the S106 deed of variation, as despite chasing the contact that the PC had written to, she was getting no response. Possibly it would be worth exploring other avenues of contact. Both Cllr's Wyatt and Watton AGREED to help out.
  - review of invoices

**MOTION:** to recommend to Parish Council, payment of Community Centre Invoices was PROPOSED by Cllr Tubb, SECONDED by Cllr Wyatt and AGREED.

- iv. Payments to be agreed – the following report had been circulated prior to the meeting. The Clerk reported that the DMS (Bucks) Ltd invoice had already been paid as this was an emergency call out. The Committee AGREED to hold the Buckland Landscape Ltd invoice while the number of cuts that had been done at the cricket club was investigated.

Date	Company	For	Amount £	Vat £	Total £	Notes
02/09/2020	E.Sharp (Electrical) Ltd	Street light Long Plough light 103 and outside 22/24. SL19, 15 wall LED (sox) Retrofit lamp, SL16, Plug in photo cell unit, SL18, 6amp column fuse,	£141.56	£28.31	£169.87	
27/08/2020	Sign Wizzard	Covid 19 Play area sign for post, 3mm aluminium composite sign 420mmx 300mm (A3) portrait.	£62.02	£12.40	£74.42	
21/08/2020	Richard Buxton Solicitors	Professional charges, Disbursements liable to VAT, 25/06/2020 - Andrew Parkinson - Brief to	£1,763.00	£352.60	£2,115.60	
18/08/2020	DMS (Bucks) Limited	Service Engineer to attend to failed twin pump station. Have restored one pump to working order.	£160.00	£32.00	£192.00	Paid. Emergency Call out
14/08/2020	Npower Invoice	Bill period 01July 2020 - 31st July 2020	£748.63	£149.72	£898.35	
06/08/2020	BMKALC (Buckinghamshire & Milton Keynes Association of Local Councils	Marion Mason - Website Accesibility Awareness fo	£41.55	£0.00	£ 41.55	
02/09/2020	Buckland Landscape Limited	Site maintenance Aug 2020 - Cricket pitch	£ 100.00	£ 20.00	£ 120.00	AGREED to Hold at F&S 9/9
<b>Community Centre Invoices - APPROVED by committee</b>						
01/09/2020	Hayward Smart Architects	Contract administration including chairing site meeting for month of August 2020	£2,700.00	£540.00	£3,240.00	
31/08/2020	CBG Consultants	Aston Clinton New Village Hall	£630.20	£126.04	£756.24	
<b>Direct Debits FYI:</b>						
01/09/2020	Buckinghamshire Council	General Waste 1100 rental for August 2020, 20 at £2.10. General Waste 1100 refill for August 2020, 1 at £11.45. General Waste 1100 empty for August	£172.40	£0.00	£172.40	
<b>Tennis Club Project:</b>						
20/08/2020	MJ Electrical Engineering Limited	Electrical Labour - Electrical works carried out for the new tennis club situated in Aston Clinton Park, as per quotation 020-002.	£2,550.00	£510.00	£3,060.00	
13/08/2020	Sandy's Plumbing Ltd	To carry out the works as per quote to supply and fit new pumping station and all the necessary pipe work and to install a new mains water pipe	£4,450.00	£890.00	£5,340.00	

**MOTION:** to approve payment of invoices (with the exception of Buckland Landscape cricket club cut) PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED

After note: Portable offices invoice was missed from list but authorised after the meeting by email as this was a recurring monthly bill in the amount of 6,818.76 including VAT.

**20.88 Npower bills for street lighting.** The Clerk explained that the Npower bills were due for payment each month around the 13<sup>th</sup> of the month. Since the F&S meetings had been moved to the second Wednesday of the month, this was causing a risk to late payment of bills. It was agreed in order to mitigate the risk of late payment, it would be delegated to the Clerk/RFO to approve and pay the NPower Bills, subject to them not being materially different from the usual monthly charges.

**MOTION:** To agree a delegated process (as above) for approving payments of Npower bills for village street lighting was PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

**20.89 Café rent**

**MOTION:** to approve revision to Café balancing turnover calculations to Aug 2020 taking account of discounted base rent, PROPOSED by Cllr Tubb, SECONDED by Cllr Read and AGREED.

The revised calculations now took into account the base rent discounts due to COVID-19 and Cllr Watton talked the Committee through how the revisions had been calculated. The Clerk would be invoicing the café to take up to the end of June a balancing turnover payment of £2,608.78 plus additional base rent due in the amount of £208.33, plus VAT. Cllr Tubb thanked Cllr Watton for the explanation of how the discounts had been accounted for.

**MOTION:** to agree café base rent for October & November (50% of base rent) PROPOSED by Cllr Wyatt, SECONDED by Cllr Tubb and AGREED

The clerk explained that the facilities committee were recommending that the base rent stay at 50% discounted. However, as the F&S committee had the full rounded picture of the current financial situation that this should go F&S for decision. The Committee discussed the café situation and the fact that the Council had budgeted for less income this year due to the temporary accommodation.

The Committee also discussed bookings in the new building and Cllr Watton asked if the lease would be changing with occupation of the new building. Cllr Tubb stated that she and the Clerk would be meeting with the café to discuss their business plan. Cllr Watton suggested looking at agreements that other Parish Council’s have with their tenants and volunteered to take a look to include things like typical pricing for Community Centre activities. She felt that it was important to understand if there are any restrictions. Cllr Tubb stated that it was the tenant’s responsibility to set the prices but that some guidance should be offered by the PC, particularly in terms of what they would be offering.

**20.90 Risk register**

**MOTION:** to agree proposed changes for recommendation to Parish Council, PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED.

Cllr Tubb talked through the proposed risk register changings pointing out the two additions and the removal of wording with regard to risk to planning permission for the community centre, as this was no longer relevant.

She also explained that she was still planning to update in line with the auditors recommendations and that she and the Clerk would go through before the next audit. – LT and EB to do before next audit.

17	COVID-19	claims made for breach of rules due to to the Council failing to adhere to the guidance	low	reputational damage and potential claims.	ensure risk assessments are underaken and followed	Clerk and Chairman
18	community centre	funding shortfalls due to s 106 not being available on time	High	Unable to complete the community centre build	Applying for PWL and obtaining deed of variation for Stratford close S106 funds	Clerk and Council

**20.91 Insurance renewal** – Cllr Tubb explained that the insurance was due for renewal in October and the Council needed to make sure the current levels of insurance were correct. Cllr Tubb and the Clerk had met with the broker. There were some assets that hadn’t been included

in the past and the building cover for the Churchill hall and office didn't look right so Cllr Read was checking whether the Parish Council office insurance amount needed increasing. Cllr Tubb and the Clerk would go through the various assets and make suggestion of what should and shouldn't be insured and come back to council. Items like streetlights were under query. Cllr Watton asked if the new Community Centre building was covered and Cllr Tubb explained that it was currently being covered by the builder's insurance, until it was handed over to the PC. Cllr Watton asked if the PC had a copy of this and Cllr Tubb explained that it was within the contract documents.

**20.92 Staffing matters**

i. Salaries and NALC recommendations for 20/21

The Clerk left the meeting when the Committee discussed her salary and Cllr Watton reported to the Clerk after the meeting that the recommendation of the staffing sub committee had been approved and the following MOTION passed

**MOTION:** to approve recommendation of the staffing sub-committee on staff salaries for 20/21, PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

**20.93 Date of next meeting**

The date of our next F&S meeting has been set for Wednesday 14 October 2020.

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