

**Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on Thursday 8th August 2018 at 9am
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

L Tubb (Chairman)

L Ronson

A Duffield

Clerk: G Merry

Members of the public: 0

18.047 Apologies:

Apologies were received from Cllrs Stewart and Judge.

MOTION: To co-opt Cllr Duffield onto the committee PROPOSED by Cllr Tubb SECONDED by Cllr Ronson and agreed

18.048 To Approve the Minutes of the last Meeting held on 4th June 2018

The minutes were agreed and signed.

18.049 Declarations of Interest:

There were no declarations of interest

18.050 Public Participation

There were no items

18.051 Financial Situation Reports

- i **Month-End Accounts:** The Clerk circulated the accounts for July. These showed a total income for the year to-date as £169,568 (77.7% of budget). Total expenditure was £106,930 (49% of budget). Cllr Duffield asked what level of surplus/deficit is the norm for parish councils. The clerk explained that the advice is to have a minimum of 6 months' worth of fixed costs and NALC/SLCC advise 50% of precept. This council had been building a reserve for some time, due to previous financial insecurity and the need to build reserve for the new community centre. There were no queries on any budgets.
- ii **Reconciliations:** Cllr Tubb explained that following auditor's recommendations, Cllrs now check both bank reconciliations and invoices against statements. Herself and Cllr Ronson would do these following the meeting.
- iii **Payments to be agreed:** The clerk circulated the list of payments to be agreed (below). The clerk clarified that the contract with Fire FM is carried out in 2 section: 1 for the parish office and youth club and 1 for the Café/Pavilion building. It was agreed that Cllr Duffield would check the café lease to determine which party should pay for the new fire extinguishers. The clerk reminded Cllr Tubb to set up for online banking with Barclays to facilitate dual authority payments.

Date	Company	For	Amount £	Vat £	Total £
31/07/2018	Ridge Property Consultants	Community Centre Feasibility Study	£ 900.00	£ 180.00	£ 1,080.00
01/08/2018	Sign Wizzard	Park Sign	£ 20.45	£ 4.09	£ 24.54

02/08/2018	Fire FM	Maintenance Contract - Extinguishers - PC and TC	£ 80.00	£ 16.00	£ 96.00
02/08/2018	Fire FM	Maintenance Contract - Extinguishers - Café	£ 80.00	£ 16.00	£ 96.00
03/08/2018	E Sharp	Driveway Lighting	£ 692.50	£ 138.50	£ 831.00
03/08/2018	E Sharp	The Pleasance	£ 88.82	£ 17.76	£ 106.58
02/08/2018	Wendover Arm Trust	Annual Membership	£ 25.00	-	£ 25.00
08/08/2018	Martin Holman	Wasp Nest	£ 45.00	-	£ 45.00
10/08/2018	Automation and Security Ltd	YC Door			£ 3,258.00
12/08/2018	Npower	August K997226M	£ 644.86	£ 128.97	£ 773.83
12/08/2018	Npower	August K997226L	£ 28.51	£ 5.70	£ 34.21
15/08/2018	R Wright and Sons	Pump Chamber clearance	£ 135.00	-	£ 135.00
15/08/2018	Power Rod	Rodding café Drains	£ 80.00	£ 16.00	£ 96.00
15/08/2018	CACI Ltd	Data for NHB application	£ 450.00	£ 90.00	£ 540.00
18/08/2018	M Smith	Marshalling - Astonbury	£ 70.80	-	£ 70.80
21/08/2018	UK Security Ltd	Security Astonbury	£ 540.00	£ 108.00	£ 648.00
22/08/2018	Fire FM	Fire extinguisher replacement & installation - café	£ 280.00	£ 56.00	£ 336.00
25/08/2018	E White	Temping and Astonbury	£ 277.50	-	£ 277.50
27/08/2018	Dawn Lodge Associates	Quantity Survey work - NHB application	£ 1,050.00	£ 210.00	£ 1,260.00
30/08/2018	E McGoldrick	Bins and cleaning - Aug	£ 360.00	-	£ 360.00
31/08/2018	G McEnery	Office and Bowls Club Cleaning - Aug	£ 90.00	-	£ 90.00

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

18.052 VAT Situation

The clerk outlined that the auditor had suggested obtaining VAT advice, as the reclaim of VAT on the All-Weather Pitch may not have been permitted. There was also the legality of claiming back the VAT on purchases for the new community centre, without which, the costs would make the build unaffordable. A VAT advisor had met with the clerks and Cllr Tubb, and had produced a detailed letter of advice which had been circulated. The advice was for the council to register for VAT and then 'Opt

to Tax'. It was discussed and agreed that the advisor would oversee this process and a follow-up meeting was arranged with him for 19/9/18 at 10am. There was a need to clarify why establishing charitable status is not a suitable option and that registering for VAT, plus opting to tax, is considered enough.

18.53 Staffing Sub-Committee

- i. **Staff Leave:** The clerk explained that both she and the clerk (projects and planning) had the opportunity to go on exceptional holidays in Oct/Nov and there would be 4 days of overlap (24th-29th October). It was agreed that the office would be covered by Cllrs on those days and Cllr Tubb would take responsibility for the mail.
- ii. **Caretaker Job Update:** The caretaker had confirmed that he wishes to leave by end of November. A barrier-opening and locking rota was agreed, and the clerk agreed to finalise this then let Mr McGoldrick know. It was agreed to target applicants with some handyman skills and that the clerk would go ahead and organise the advertising. An event would be organised for Mr McGoldrick's retirement – likely to be a private drinks event in The Bell.
- iii. **Office Temp:** It was retroactively agreed that the temp could do an extra 2 days – 12 hours @ £7.50. In particular, to organise the cabinet full of historical planning documents. This cost would be recorded against the planning budget. The clerk briefly explained the process by which parish councils are audited, to Cllr Duffield.
- iv. **Clerk (Projects and Planning) email address:** It was agreed the email address would be parishcouncil2@astonclinton.org

18.054 Date of next meeting:

Monday 1st October 2018 at 7pm

Signed Date