

Minutes of the Meeting of the Finance and Staffing Committee on
Monday 1st July 2019 at 7.00pm
at Parish Council Meeting Room.

Present:

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|-------------|---------------|
| Cllr Tubb | Cllr Judge |
| Cllr Wyatt | Cllr Ronson |
| Cllr Watton | Cllr Duffield |

In Attendance:

Clerk: E Barry and R Bennett (recording)

Members of public: 0

19.63 Apologies
There were none.

19.64 Minutes - To approve the minutes of the last meeting
The minutes were PROPOSED by Cllr Ronson SECONDED by Cllr Watton AGREED and signed by the Chairman.

19.65 Declarations of Interest
There were none.

19.66 Election of Committee Chairman and Vice Chairman
MOTION: To agree a chairman for the year to May 2020, Cllr Tubb was PROPOSED by Cllr Judge SECONDED by Cllr Ronson and AGREED.

MOTION: To agree a vice chairman for the year to May 2020, Cllr Duffield was PROPOSED by Cllr Tubb SECONDED by Cllr Watton and AGREED.

The chairmanship would be reviewed at the October meeting.

19.67 Public Participation
There were none

19.68 Financial Situation Reports

- i. Reconciliations – Cllr Wyatt had carried out the bank statement and invoice reconciliation prior to the meeting. Both balanced and it was agreed councillors would take it in turn to carry this out with Cllr Judge volunteering for next month.
- ii. Month-end report and budget status May. 2019 – The report had been circulated prior to the meeting and there were no additional comments from councillors. The clerk highlighted the café, bins and toilets budget that was likely to be overspend as in previous years and that there was a need to ensure it was budgeted for accordingly next year. The clerk also stated that the audit and elections spend was still to be analysed.

- iii. Community Centre - review of invoices – The following points were raised and discussed:
- Cllr Duffield had previously requested a budget breakdown for the Community Centre which was now provided. A copy of the original cost summary plan was included and the clerk confirmed that the development costs were likely to remain the same but there could be some adjustments to the building costs once it had gone out to tender.
 - The budget spreadsheet was currently being updated.
 - Payments to CBG had been approved and agreed to recommend to the full parish council.
 - The invoice for AR Miles Associates would be deferred as it was their last invoice and there was still works outstanding.
 - The clerk confirmed that they were still awaiting planning approval, a number of conditions were still being finalised.
- iv. Total S106 received to date against CC spend – the clerk updated the committee on recent invoices for refund of S105 money and highlighted the following:
- As of 15 February 2019, £33,730.67 had been received for the Community Centre and a further £23,131.40 received in April.
 - £60,517.25 still to be claimed which would then bring refunds up to date.
 - The committee discussed the large phased payments that would need to be paid for the community centre build and how this money would be paid. It was confirmed that a payment plan would be put in place and would be phased. A 30 day payment term would be put in place to allow time for the invoices to be sent to AVDC to process and transfer money to the Parish Council. Payments would go through the normal sign off process before being submitted to AVDC.
- v. Payments to be agreed –
- The clerk highlighted the invoice for Shoosmiths for legal fees that the parish council agreed to pay for a deed of variation relating to Stratford Close. The payment was being chased but no invoice had been received until now. It was agreed that the payment of these legal fees along with those that will be invoiced by AVDC would be paid from the planning budget. The clerk agreed to contact the developer and AVDC to ask that invoices were in the name of the parish council so that VAT could be recovered.
 - A laptop for assistant clerk has been purchased and added to asset register.

MOTION: to recommend payment of invoices. It was agreed that the payment to AR Miles Associates would be delayed and contact would be made with AVDC regarding the Shoosmiths invoice PROPOSED by Cllr Judge SECONDED by Cllr Duffield and AGREED.

| Invoices to June 30th 2019 | | | | | |
|---|----------------------------|---|------------|----------|------------|
| Date | Company | For | Amount £ | Vat £ | Total £ |
| 08/03/2019 | John Brown Vat Consultancy | VAT Consultancy services | £ 1,925.00 | | £ 1,925.00 |
| 01/07/2019 | E Sharp | Replaced toilet fans in churchill hall | £ 142.00 | £ 28.40 | £ 170.40 |
| 15/06/2019 | Npower | Streetlighting - April | £ 703.01 | £ 140.61 | £ 843.62 |
| 13/06/2019 | Haymark Media | Yearly Planning Resource subscription | £ 250.00 | | £ 250.00 |
| 13/06/2019 | Your Café in the park | Share of cleaning of toilets 5 weeks to 2nd June | £ 262.50 | | £ 262.50 |
| 13/06/2019 | Your Café in the park | Toilet Rolls £17.71 x 3 packs | £ 53.13 | | £ 53.13 |
| 01/06/2019 | Hugo Fox | Custom website | £ 745.83 | £ 149.17 | £ 895.00 |
| 31/05/2019 | G Cook | Bowls Club Cleaning - waiting invoice | | | £ - |
| 26/04/2019 | Shoosmiths | Professional fees for deed of variation - Stratford close | £ 1,000.00 | £ 20.00 | £ 1,200.00 |
| Community Centre Invoices - APPROVED by committee | | | | | £ - |
| 14/06/2019 | AR Miles Associates | May fee for Construction details produced for tender | £ 2,875.00 | | £ 2,875.00 |
| 31/05/2019 | CBG Consultants | Completion to 75% of Technical design & production | £ 1,890.50 | £ 378.10 | £ 2,268.60 |
| Spend AGREED by Clerk and Chairman of the Parish Council | | | | | |
| 25/06/2019 | Tanswell technology | New Lap top for Assistant Clerk (added to asset register) | £ 429.00 | £ 85.80 | £ 514.80 |
| Direct Debits FYI: | | | | | |
| 15/06/2019 | Tanswell technology | Office 360 and support | £ 24.00 | £ 4.80 | £ 28.80 |
| 03/06/2019 | AVDC | Bin rental and empties May | £ 207.45 | | £ 207.45 |

19.69 Audit

- i. Internal Audit Report – The Committee discussed the internal auditor’s observations report and commented as follows. The clerk also highlighted errors in the internal auditor’s report sent to the external auditors. She had chased the internal auditor for an amended version and was waiting a response. Once received, she would forward to the external auditor.

The observations were as follows:

| Observation | Committee comments |
|---|--|
| The Council has not published the External Auditors report as required by the Accounts and Audit Regulations 2015 | This had now been rectified. |
| From a review of the minutes it is not clear that the Council has formally considered the points raised by the External Auditor in their report | |
| It was noted that the minutes of the council meeting held on 28 th June 2018 do not record the approval of the Accounting Statements | This had been rectified this year with a formal sign off at an extraordinary meeting held in June. |
| The Council is VAT registered. It was noted that the VAT quarters are not currently aligned with the financial year of the Council | Although this was not compulsory there had been discussions to move to monthly returns as this would also support the cashflow of the community centre project. The clerk agreed to add the motion to the next meeting to be considered. |

| | |
|--|---|
| <p>It was noted that the Council is planning to undertake a significant capital project. As part of its planning of this work the Council received VAT advice from a Councillor who is also a VAT expert. It was not possible during the audit visit to review all of the VAT advice received.</p> | <p>It was agreed that going forward all advice needed to be formally documented in the form of a letter of opinion to be kept on file. Cllr Watton agreed to review the VAT folder for any information stored on previous advice given.</p> |
| <p>The Council maintains an asset register which has been subject to review by the Council. It is not current practice for changes to the asset register (disposals/and additions) to be approved by the Council.</p> | <p>It was agreed there would be a quarterly review of the asset register in April, July, October and December.</p> |

- ii. Review of appointment of Internal Auditor and frequency of visits - It had been suggested that an interim internal audit be carried out. Cllr Tubb and the Clerk to look into alternative arrangements for internal audits and to seek advice on if two audit a year were advisable.

19.70 Use of S137 - Play in the Park & Astonbury

MOTION: to agree use of S137 to support play provision for 'Play in the Park' and Astonbury PROPOSED by Cllr Watton SECONDED by Cllr Ronson and AGREED.

19.71 Risk

- i. Risk register – review and recommendation – there were no additional risks to be added. The presentation of the risk register would be reviewed. The clerk to send to R Bennett to review.

19.72 VAT update

Cllr Watton confirmed that there had not yet been a response from HMRC regarding the Opt To Tax letter. Cllr Watton to chase.

19.73 Staffing Sub-Committee

- i. Update on temp staff – there were two additional temporary members of staff; one taking minutes in the day and the other in the evening.
- ii. Update on recruitment for the assistant clerk – The following update was given:
 - Closing date for applications was 9 July; there had been two applications so far
 - It was decided not to advertise through the Job Centre due to the expected high level of speculative applications that would be received.
 - Interviews to take place on 18 July.

19.74 Date of next meeting

Monday 5th August

Signed.....Date