



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting
held at 3.30pm on **1st June 2023** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

FS23.01 Questions and Comments from the Public. No members of the public were present.

FS23.02 To Receive Apologies for Non-Attendance. None received.

FS23.03 To Elect a Vice-Chair. It was resolved to elect Cllr Mason as the Vice-Chair.

FS23.04 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS23.05 To Approve the Minutes of the meeting held on 12th April 2023

The minutes of the meeting held on 12th April 2023 were approved as a true and accurate record and were signed by the Chair.

FS23.06 To Consider the 2023/2024 Reserves Allocation

The committee considered the 2023/2024 reserves allocation.

It was resolved that the following be allocated (a) the RKP Build Reserve be released and £31,132.77 transferred to General Reserves, (b) £10,000 to Streetlight Reserve, (c) £20,000 to Playpark Equipment Reserve, (d) £5,000 to Street Furniture Reserve, (e) £10,000 to Burial Ground Reserve, (f) £5,000 to Major Asset Repair Reserve, (g) £1,000 to Allotment Reserve, (h) £1,500 to Defibrillator Reserve, (i) £2,500 to Woodland Management Reserve, (j) £60,000 to ANPR Reserve, and (k) £11,000 to Park View Resurfacing Reserve. Leaving £87,434.77 in General Reserves.

ACTION: Clerk

FS23.07 To Receive an Update on the Opening of a Nationwide Building Society Account

The Clerk reported that Nationwide Building Society had stated that the processing of new accounts had been delayed and the Council's application would be processed in the next few weeks.

FS23.08 Resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

FS23.09 To Note the Staff Appraisal Documentation

All three members of staff had received an appraisal during May 2023. The Committee reviewed the appraisal documentation and agreed action plans for 2022/24.

Several actions were identified and considered. The Clerk/RFO job description would be reviewed as it needed to detail the RFO role more clearly. It was agreed that fans or an air condition unit be purchased for the office, as well as a small microwave. Software would be purchased allowing pdfs to be edited and merged with other document types.

ACTION: Clerk

FS23.10 To Agree the Administrative Assistant Job Description

A draft job description detailing the Administrative Assistant role had been circulated for consideration. The Clerk reported that the job description had been drafted in collaboration with the current administrative assistant. The pay scale for the role would

be discussed in agenda item FS23.11.

It was resolved to approve the Administrative Assistant job description.

ACTION: Clerk

FS23.11 To Review the Administrative Assistant's Pay Scale & Consider Backdating any Approved Pay Increase

It was resolved that the pay scale for the Administrative Assistant Role be LC1 (SCP7-12).

It was resolved that the Administrative Assistant's pay scale be backdated to 1st April 2022.

It was resolved that the changes made to the Administrative Assistant's role be confirmed in writing.

The meeting closed at 7.21pm

Signed.....Date