

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -  
held on Monday 7th January 2019 at 7.00pm  
at Aston Clinton Parish Meeting Room

**Present:**

Councillors: -

L Tubb (Chairman)

L Ronson

A Duffield

R Stewart

C Judge

Clerk: G Merry (recording), E Barry

Members of the public: 0

**19.001 Apologies:**

There were no apologies

**19.002 To approve the minutes of the last meeting held on 4th December 2018**

The minutes were agreed and signed.

**19.003 Declarations of Interest:**

There were no declarations of interest

**19.004 Public Participation**

There were no items

**19.005 Financial Situation Reports**

- i **Reconciliations:** Cllr Ronson had carried out the bank statement reconciliation and Cllr Tubb the account balances reconciliation, and both balanced.
- ii **Month-End Accounts and Budget Status:** The Clerk circulated the accounts to December. These showed a total income for the year to-date as £276,426 (127% of budget). Total expenditure was £208,371, (95% of budget). It was agreed all budgets were on track.
- iii **Budget Projection to Year-end:** The clerk circulated a budget projection document at this ¾ year stage. A surplus in the region of £33,436 was predicted assuming there were no large, unforeseen items of expenditure.
- iv **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). Cllr Ronson queried the invoice from Frank Coopers and the clerk advised that the total value of their contact is divided into 12 equal payments over the year.

Date	Company	For	Amount £	Vat £	Total £
	Georisk			£	£
29/11/2018	Management	Desk study Report - CC	£ 775.00	155.00	930.00
				£	£
06/12/2018	T Clubb and Sons	White Lining	£ 400.00	80.00	480.00
		Annual Server Charge -	£	£	£
07/12/2018	UK Security group	CCTV	20.83	4.17	25.00
				£	£
07/12/2018	E Sharp Electrical	Yorke and Garland	£ 143.42	28.68	172.10
			£	£	£
10/12/2018	Almar	Christmas cards	39.17	7.83	47.00
				£	£
11/12/2018	Npower	Streetlighting	£ 667.90	133.58	801.48
		Brook Street - checking &	£	£	£
21/12/2018	E Sharp Electrical	reporting	40.00	8.00	48.00

28/12/2018	Frank Cooper and Sons	Annual Maintenance - Dec	£	952.08	£ 190.42	£ 1,142.50
28/12/2018	Aylesbury Lock and Key	Attendance to Café after break-in	£	122.95	£ 24.59	£ 147.54

#### DD's & CARD

31/12/2018	BAS Associates	Payroll charge - quarter to March 19	£	108.00	£ 21.60	£ 129.60
12/12/2018	Just Host	Web Hosting - 1 month	£ 27.42		£ 5.49	£ 32.91
03/12/2018	AVDC	Dog Waste service - annual to March 19	£ 1,616.72		£ 323.34	£ 1,940.06

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

#### **19.006 VAT Situation**

The clerk reported that having not heard anything from HMRC, she had phoned to chase the response to submission of form 1614H. She had been told that a letter had been mailed on 3/12/19, however this had not been received and the contents could not be discussed by phone. All HMRC was prepared to do was trigger the letter to be sent again.

#### **19.007 Bank**

- i Cllr Tubb had now registered for online banking and the response re. dual authorisation was awaited. The clerk reported that the appointment with Barclays to discuss a potential overdraft was on 14/1/19 and she & Cllr Ronson would attend.

#### **19.008 Staffing Sub-Committee**

- i **Training:** The clerk for Projects and Planning had identified the need for training in project management and had found a suitable course, leading to the Prince2 qualification. The cost would be £895 plus VAT and the clerk advised there was £949 in the training budget. Cllr Duffield stated this was very good value for money and it was agreed to recommend that the clerk for Projects and Planning should book the course and advise council of the dates.
- ii **NALC/SLCC Pay Scales:** The clerk presented a spreadsheet of the difference between the pay rates that the 2 clerks had been paid since February, and what their pay would have been if they had received the inflationary increase in April. The clerks stated they did not wish to be present when this was discussed, and it was agreed to move this item to the end of the meeting.
- iii **Items for Meeting on 15/01/19:** The clerk outlined these as: -
  - The revised contracts implemented in February 2018 were now inaccurate as they stated appraisals would not be carried out. She also pointed out that the contracts state an annual increment will be awarded but clarification was needed as to what was meant by 'reaching the end of the pay scale'.
  - Timesheets - The clerk asked for the misunderstanding over the completion of timesheets to be defined, as these were being completed as had been agreed previously. She presented a copy of her timesheet and the template one as published by the SLCC and explained they were laid out in the same way.
  - Leave - It was discussed that the 2 clerks were recording leave days differently, as at the time of implementng this, they were working significantly different hours.

However, the 2 different methods had been agreed at the time. The need for parity was agreed.

**19.009 Date of next meeting:**

Monday 4th February 2019 at 7pm

The 2 clerks left the meeting.

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