

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on Monday 4th March 2019 at 7.00pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Ronson (Chair)

A Watton

A Duffield

R Stewart

Clerk: G Merry

Members of the public: 0

Cllr Ronson was proposed and agreed to chair the meeting.

19.018 Apologies and Co-option:

Apologies were received and accepted from Cllrs Tubb and Judge. Cllr Watton was co-opted onto the committee.

MOTION: to co-opt Aafke Watton onto the committee PROPOSED by Cllr Stewart SECONDED by Cllr Duffield and AGREED

19.019 To approve the minutes of the last meeting held on 4th February 2019

The minutes were PROPOSED by Cllr Stewart agreed and signed.

19.020 Declarations of Interest:

There were no declarations of interest

19.021 Public Participation

There were no items

19.022 Financial Situation Reports

- i **Reconciliations:** Cllr Ronson had carried out the bank statement reconciliation and Cllr Tubb the invoice reconciliation, earlier in the day. Both balanced and it was agreed all councillors would take a turn to carry this out.
- ii **Month-End Accounts and Budget Status:** The Clerk circulated the accounts to February. These showed a total income for the year to-date as £317,444 (145% of budget). Total expenditure was £244,206, (112% of budget). Cllr Ronson queried the 'Caretaker' budget and the clerk clarified that this account was for the role of caretaker, rather than for an individual and expenditure continued to come from this account, even though the person had changed. She advised this budget was likely to go over by year-end, due to the increase in costs. However, a larger budget had been agreed for next year. It was also clarified that the 'Café Bins and Toilets' budget was for the PC's share of the cleaning of the toilets in the Café, which had been agreed some years ago, at £35 a week. The budget for 'Play/Village/Community' was queried and the clerk circulated the breakdown of payments. She clarified that next year's budget would have a separate line for the Community Centre and this would make these expenses clearer.
- iii **Liabilities:** The clerk circulated an updated spreadsheet of liabilities to be taken into account (appended), amounting to approx. £21,984. This could not be known until the VAT office approved Option to Tax (OTT). However, AVDC had paid £33,731 in S106 monies, as refunds against community centre costs to-date. This should result in a healthier surplus at year-end than previously expected.
- iv **Online Payment Issues:** The clerk reported that these had now been resolved as Cllr Tubb had received a card and PIN number and had done a trial-run at authorising payments online.

It was discussed and agreed that a second authoriser should be organised, as a back-up and Cllr Ronson agreed to this as she is already on the mandate. The clerk agreed to find out the procedure.

- v **Payments to be agreed:** the clerk circulated the list of payments to be agreed (below). It was queried whether the Hayward-Smart invoice should now be paid, and Cllr Watton advised there was no advantage to not paying it, in VAT terms, since the date for commencing Option to Tax was likely to pre-date the date on the invoice. The clerk clarified that UK Power Networks must be paid in advance and asked for the Green End Street lamppost connection fee to be authorised for payment, as soon as the amount is advised. The clerk clarified that the consultants' invoices for the community centre, for work carried out over a period of months, would detail the percentage of work completed for that month. These could then be checked and authorised by the community centre committee. It was discussed and agreed that although the amounts were pre-agreed, the community centre committee should see the invoices themselves. The clerk requested that March invoices are circulated on or around 28th/29th March for council approval, with a view to paying them before year-end, where possible. This approach was agreed.

Date	Company	For	Amount £	Vat £	Total £
31/01/2019	CBG Consultants	Mechanical Electrical Engineering work - CC	4864.00	972.00	5836.00
04/02/2019	Community Heart beat	Gold support - annual	£ 850.00	£ 170.00	1020.00
11/02/2019	Npower	Streetlighting	£ 690.18	£ 138.04	828.22
11/02/2019	HAGS-SMP	Harness for disabled swing	£ 70.00	£ 2.00	72.00
11/02/2019	E Sharp Electrical	Yorke Close x 2	£ 204.80	£ 40.96	245.76
14/02/2019	Sandy's Plumbing A R Miles Associates	Pressure washing driveway	£ 175.00	£ 35.00	210.00
18/02/2019	Ltd	Drainage strategy - CC	£ 625.00	£ -	625.00
28/02/2019	D Rose	Feb Caretaking	£ 960.00	£ -	960.00
28/02/2019	Your Café in the Park	Toilet Paper - public loo	£ 53.13	£ -	53.13
28/02/2019	Your Café in the Park	Cleaning Jan, Feb and March	£ 315.00	£ -	315.00
28/02/2019	Frank Cooper's Ltd	Grounds Maint - Feb Office and Bowls Club	£ 952.08	£ 190.42	1142.50
28/02/2019	G McEnery	cleaning	£ 80.00	£ -	80.00
<u>Awaiting Payment</u>					
21/01/2019	Hayward-Smart Architects	Submission of Planning App - approved	£ 12,000.00	£ 2,400.00	14400.00
ASAP	UKPN	Green End Street reconnection	£ 767.00	£ 153.40	920.40

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

19.023 VAT Situation

Cllr Watton reported that the PC's letter sent in January had been sent to the address on all the OTT office's correspondence. A phone call to chase up had revealed this was not the correct address, necessitating the letter to be sent again. A further phone call had confirmed the letter had been received and was with the case officer but had not yet been actioned. It was the next application in line to be processed but there had been no word on this yet. Cllr Watton advised this is a busy time of year for the OTT office and even when it is actioned, there may be further questions. There was a

need for certainty on the start date for OTT, especially since a VAT return for the Dec-Feb quarter was due this month. Cllr Stewart expressed concern that the first letter had apparently been signed-for at the incorrect address but essentially was lost and this could mean the PC's data has fallen into unknown hands. It was agreed this error on the OTT office's part, could be used as leverage in the event of an unfavourable response.

19.024 Year-End Arrangements

The clerk advised the timeframe for year-end, as follows:

Dates	Item	Notes
31/3/19	End of financial year	
3/5/19	RBS here for year-end closedown	(and open 2019-20 accounts package)
6/5/19 - 31/5/19	Internal Audit requested	
5/6/19	AGAR signed-off at June PC meeting	Unless internal audit not taken place yet
10/6/19 – 30/6/19	AGAR submitted to external Auditor (PKF Littlejohn)	1/7/19 deadline
1/7/19 – 9/8/19	Period of Elector's Rights – 30 working dates	Must include 1 st 10 working days of July
30/9/19	Last date for conclusion of Audit	

She advised that herself and Cllr Tubb were attending the BALC 'Annual Return' training the following week.

19.025 CCLA/COIF Account

The clerk explained the previous parish council had opened a fund with CCLA containing approx. £460, for the purpose of funding renovations to the Rothschild fountain. This project would now be actioned following the receipt of S106 monies for a restoration project. A phone call had ascertained that 4 previous parish councillors were signatories on the account. However, the parish council could change the mandate and Cllr Watton agreed to verify this. It was agreed, to recommend that the funds were used for the project once it was underway, and then the account closed. Cllr Stewart agreed to pass on the folder of papers regarding this fund, to Cllr Watton.

19.026 Staffing Sub-Committee

The clerk reported that the management of the caretaker's work had now been taken on by the staffing sub-committee.

19.027 Date of next meeting:

Monday 1st April 2019 at 7.30pm (please note slightly later time)

Signed Date

VAT Situation - March 2019 - Potential Liabilities

Income (last 4 months):

	Amount Rec'd	of which VAT	
February			
Café Base Rent	£ 1,800.00	£ 300.00	
<i>(£200 from x 10 allotment, we have separated out the VAT, so it will show separately on the VAT return)</i>			
		£ 300.00	
January			
Bowls Club Rent	£ 25.00	£ 4.17	assuming absorbed by PC
Your Café	£ 1,800.00	£ 300.00	charged on pro-forma invoice
Allotments	£ 320.00	£ 53.33	assuming absorbed by PC
		£ 357.50	
December			
Allotments	£ 20.00	£ 3.33	assuming absorbed by PC
Your café	£ 1,800.00	£ 300.00	charged on pro-forma invoice
C Huntley	£ 80.00	£ 13.33	assuming absorbed by PC
		£ 316.66	
November			
Fitness Division	£ 360.00	£ 60.00	assuming absorbed by PC
Your Café	£ 1,800.00	£ 300.00	charged on pro-forma invoice
Colts	£ 1,900.00	£ 316.67	assuming absorbed by PC
		£ 676.67	
Total VAT potentially payable			£ 1,650.83

Payments already made on Community Centre

			Net	Total	Vat Recovered
02/08/2018	Designs and 3D Model	Hayward-Smart	£ 3,750.00	£ 4,500.00	£ 750.00
07/09/2018	Acorn Data	CACI	£ 450.00	£ 540.00	£ 90.00
07/09/2018	Feasibility Study	Ridge & Partners	£ 900.00	£ 1,080.00	£ 180.00
07/09/2018	Cost planning	Dawn Lodge	£ 1,050.00	£ 1,260.00	£ 210.00
22/10/2018	Pre app fee	AVDC	£ 636.67	£ 764.00	£ 127.33
09/11/2018	Bat survey	Chase Ecology	£ 390.00	£ -	
09/11/2018	Pre app advice	Bucks CC	£ 1,000.00	£ 1,200.00	£ 200.00
06/12/2018	Design dev. & pre app	Hayward Smart	£ 20,000.00	£ 24,000.00	£ 4,000.00

11/01/2019	Ph 1 Desk study	Georisk Mngt	£	£	£
			775.00	930.00	155.00
18/01/2019	Planning submission	Hayward Smart	£	£	
			5,564.00	-	
					£
					5,712.33
					£
					14,620.80
					£
Potential Total Liabilities					21,983.96