

The minutes of the meeting of the **Finance and Staffing Committee** of the Parish Council on **Wednesday, 10 March 2021 at 6.30pm** at the **Parish Council Virtual Meeting Room**.

**Present**

Cllr Watton (Chairman)  
Cllr Duffield  
Cllr Ronson  
Cllr Judge  
Cllr Tubb  
Cllr Wyatt

**In attendance**

E Barry, Clerk and R Bennett (recording)

21.20 Apologies

There were none.

21.21 Declaration of Interests: For Councillor's to declare any personal or prejudicial interests.

There were none.

21.22 Minutes of previous meetings PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

21.23 Public Participation

There were none.

21.24 Financial Situation reports

i. Reconciliations

Reconciliations had been completed by Cllr Watton and all was in order.

ii. Month-end reports and budget status

The month end report and budget status had been circulated prior to the meeting with no changes from the previous month. The following items were highlighted:

- Utilities were shown as over budget, however a refund from Edgar Taylor was still due and would be invoiced and paid by the end of the month.
- The underspend in the park landscaping budget had been agreed at the previous meeting to be moved to the community centre budget. This would be tied in with year-end tasks to be moved.
- Temporary accommodation had come in on budget although the Earmarked reserves for this was showing as a minus, the funds to cover this are showing under budget code 4322 and would be adjusted in the next period.
- Outstanding income from the AWP; was expected to be a reduction to last year due to Covid.

iii. Community Centre

- Reports and budget status

The reports and budget status had been circulated prior to the meeting. The budget had not changed, just updated with the actuals; paid invoices against budget.

- S106 update

No further update since last month.

- Review of invoices

The list of invoices had been circulated for review prior to the meeting. It was noted that the AV invoice would not be signed off until the Parish Council meeting.

iv. Payments to be agreed

**MOTION:** To approve payment of invoices PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED.

Date	Company	For	Amount £	Vat £	Total £
09/03/2021	Ten2Two	Temp hours worked week ending 5th March 21	467.50	93.50	561.00
09/03/2021	E.Sharp (Electrical Ltd)	Light 56, Yorke Close street light	£80.33	£16.07	£96.40
08/03/2021	Portable Offices - 1	Diplidation charge - External overlay to unit 5648 - F&S AGREED PC to pay	£32.40	£6.48	£38.88
08/03/2021	Portable Offices - 2	Diplidation charge - Replace internal board due to damage unit 7243 - F&S AGREED PC to pay and ACFC to reimburse	£185.00	£37.00	£222.00
08/03/2021	Portable Offices - 3	Diplidation charge - 9 internal boards to be replaced in unit - F&S AGREED PC to pay and café to reimburse	£752.10	£150.42	£902.52
02/03/2021	Ten2Two	Temp hours worked week ending 29th Feb 21	£385.00	£77.00	£462.00
02/03/2021	R.B Tree care	Carry out and complete all tree work as per quote to remove hanging branch from giant Redwood tree.	£70.00	£0.00	£70.00
28/02/2021	MT Loo's	Flushing toilet with hand washing facilities £25.00 per week for 4 weeks from 01/02/2021 - 28/02/2021	£100.00	£20.00	£120.00
26/02/2021	Auditing Solutions Ltd	The provision of interim internal Audit services for 2020-21. Including preliminary & subsequent work at our offices.	£445.00	£89.00	£534.00
26/02/2021	Frank Cooper and Sons	Grounds Maintenance contract - 11th payment of 12	£1,442.92	£288.58	£1,731.50
25/02/2021	Viking	Laptop briefcase x 2 & some pk6 notes 1	£32.27	£6.45	£38.72
25/02/2021	E.Sharp (Electrical Ltd)	Streetlights	£393.71	£78.73	£472.44
25/02/2021	Enterprise Skiphire	Skip hire mixed construction	£175.00	£35.00	£210.00
24/02/2021	Jollyflorist	payment for flower delivery on behalf of the parish council - reimburse the clerk	£76.00	£0.00	£76.00
23/02/2021	Oakpark alarms, fire, energy	Proximity tags supplied and programmed 21/01/2021	£49.00	£9.80	£58.80
23/02/2021	Tanswell Technology Ltd	New member of staff - HP 250 G7 laptop 15O03ES, free logitech wireless mouse - taken by DD	£589.00	£117.80	£706.80
22/02/2021	Bespoke Safety Solutions (BSS) Ltd	Health & Safety Consultancy - FRA - Churchill Halls, Council offices, Aston Clinton Community Centre	£450.00	£90.00	£540.00
19/02/2021	N Power	Electricity invoice 01 Jan - 31 Jan bill period - PAID by the Clerk under delegated authority.	£749.73	£149.95	£899.68
05/02/2021	Community Heartbeat trust	01/03/2021 - 01/03-2022 School & Churchill	£850.00	£170.00	£1,020.00
<b>Community Centre Invoices - APPROVED by committee</b>					
19/02/2021	Media Power House	Next installment - to include all except the commissioning fee and associated labour (£3775 + VAT) - For review at F&S and sign off at full PC	£9,430.00	£1,886.00	£11,316.00
<b>Direct Debits FYI:</b>					
01/03/2021	Buckinghamshire Council	General waste 1100 rental 16 at £2.10 & Empty at 4 at £9.15	£70.20	£0.00	£70.20

21.25 Year End Close Down

It was proposed that the following would go into the earmarked reserve (EMR) at year end:

- EMR for community centre project - remaining balance in the community centre budget code 4321 (to include virement from park landscaping budget code 4365 (allocated but not spent).
- EMR for Public Works loan repayments - PWL funds

**MOTION:** to agree Ear Marked Reserve movements for 21/22 PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

21.26 Risk and Asset Registers

Risk Register

The updated risk register was circulated to the committee prior to the meeting. Cllr Tubb

highlighted that changes had been made following the auditors review. The register needed to be formally signed off by the Parish Council at the end of each year.

#### Asset Register

The Value of the Asset Register was just over £3m, which included the community centre and the AV value of approximately £35k.

It was highlighted that several older items on the register covered items that had been replaced, but adjustments to values had not been made.

CLRs raised several historic items that did not look correct (i.e. AWP value and the Clerk agreed to review). Therefore, it was agreed that any items over £2k would be reviewed and fed back to the Clerk by Monday 15 March so that an updated version could be shared at the Parish Council meeting on 17 March.

The Clerk also agreed to check with the auditors if there were trigger points for listing assets i.e. over a certain value.

**MOTION:** to review and make recommendation to Parish Council PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

#### 21.27 Interim Audit report

The Chairman thanked the Clerk for her detailed work on the audit and bringing it to a successful conclusion. The Auditor had made 3 recommendations as follows:

Recommendation	Comments
R1 – the Council should reinstate the procedure for posting monthly accounts to its website.	Agreed.
R2 – The Council should ensure it has sufficient fidelity guarantee insure cover, normally equal to its level of balances.	It was believed that the council had this up to £250k and the Clerk would check with the insurance company and feedback.
R3 – The Council should ensure compliance with current regulations developing an appropriate Investment/Policy Strategy	It was agreed that an investment working party would meet to discuss. The working party would meet before the auditors next visit in April and would have some options to recommend to the incoming Parish Council. The Clerk would set a date. It was also agreed that the working party would look at diversifying bank accounts as previously recommended.

**MOTION:** to review and make recommendation to Parish Council PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

#### 21.28 Your café in the park rent

The following update was given regarding the Café's roadmap to reopening:

- 22 March - Indoor café open only for takeaways.
- 12 April – open public toilets and start BBQs on a Friday evening with benches outside.
- 17 May – inside functions able to start. Rule of 6 indoors remained for the café.

It was agreed that the base rent for April would be 50%.

Lease Agreement

The lease agreement had been due to be discussed at the Facilities committee on 3 March to be recommended to the Parish Council, however it was deferred. The lease still needed to be reviewed and discussed by the relevant sub committees, however there was a more pressing need to hand the utilities over to the tenant.

Following a detailed discussion, it was agreed that Cllr Tubb would provide a short paper to the Parish Council meeting on 17 March recommending the agreement to hand over the utilities to the tenant, while the new lease agreement was being reviewed. The existing lease was still in place until the new one had been agreed.

It was agreed that the turnover instalments would be kept at nil for April.

**MOTION:** To agree Café in the park base rent and turnover instalments for April PROPOSED by Cllr Wyatt, SECONDED by Cllr Tubb and AGREED.

21.29 Staffing Sub Committee

These were weekly payments.

**MOTION:** to delegate authority to the Staffing subcommittee for the approval of weekly payments of invoices for the temporary member of staff PROPOSED by Cllr Judge, SECONDED by Cllr Duffield and AGREED.

21.30 Date of next meeting

14 April 2021 at 6.30pm via Teams.

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