

Minutes of the Meeting of the **Finance and Staffing Committee** of the Parish Council held on  
Wednesday, 13<sup>th</sup> January 2021 at 6.30pm at the **Parish Council Virtual Meeting Room.**

**Present**

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

**In attendance**

Clerk, E Barry (recording)

Members of the public 0

21.01 Apologies

There were no apologies received.

21.02 Declaration of Interests: For Councillor's to declare any personal or prejudicial interests.  
There were no declarations of interest

21.03 Minutes of previous meetings - To approve the minutes of the last meeting PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

21.04 Public Participation

There was no public participation

21.05 Financial Situation reports

- i. Reconciliations - Reconciliations for November had been carried out prior to the meeting by Cllr Watton and all was in order.
- ii. Month-end reports and budget status – These had been circulated prior to the meeting and the Clerk highlighted the following:

**Inc Expend**

- Administration/Insurance: Expect to end over budget due to inclusion of new community centre buildings insurance, due after practical completion and handover of the building
- Premises/Utilities: currently showing over budget, however due to be reimbursed by Edgar Taylor for costs associated to the new community Centre.
- Park Landscaping costs – looking to vire remaining balance to other community centre costs as have come in considerably under budget on this. The Clerk would add a MOTION to the next F&S Committee meeting agenda to vire the balance to the Community Centre budget code 4321
- An addition of income code 1200 for the Public works loan in the amount of 149,948 had been added
- Café base and turnover rent – we will be looking at in more detail at the February meeting but expect to close the year under budgeted for income due to COVID-19
- Expect to close year under budget also for Football permits (after COVID discount applied) but will finish year up for the year in other park permits, burials and allotments.

Earmarked reserves -

- The Clerk highlighted the addition of the public works loan to the report

iii. Community Centre

- Reports and budget status –

The Community Centre Budget and financial report had been circulated prior to the meeting. The Clerk highlighted the following changes in the report since the last PC meeting:

- Main Contract paid to date = 1,730,900
- Development costs paid = 213,290.50
- Making a total of £1,944,190.50 paid leaving £96,000 left to pay plus possible extra development costs of 5K to pay due to project overrun.
- For items taken out of the main contract, expenditure to date out of a total budget of £100,000 is just under £50K with the bulk of the largest bill, which was the for the AV, having been paid.

Cllr Wyatt asked for an update on the £4,900 extra costs reported at the last meeting and the Clerk and Cllr Tubb both explained that the Delegated Authority had agreed that the works were necessary regardless of the issues with the leaking doors and had approved the extra costs for the work. At the time of the meeting, it had been reported that the issues with the leaking doors and windows had been resolved but at no extra cost to the PC

- S106 update – Cllr Watton reported that a signed version of the side letter had been sent to Bucks and that she was chasing Bucks to make sure they had received. Expecting the money to be released as per the normal process once signed by Bucks legal team.

- Review of invoices - Bills for the Community Centre project were still to be checked by Cllr Tubb and Cllr Read before being presented to Parish council the following week

iv. Payments to be agreed

The payments report had been circulated prior to the meeting. The Clerk highlighted the following:

- Npower has over charged again for admin fees - account on hold until resolved. No payment required
- The two invoices for chlorination of the pipework in the temporary changing rooms and Churchill hall were to be reimbursed by the parish council as agreed. As the football club had already paid the invoices, the parish council would be unable to claim the VAT.
- The Community Centre invoices that were on hold were to be discussed at Parish Council level

**RESOLVED:** To approve payment of all invoices with the exception of the Community Centre invoices and Npower, PROPOSED by Cllr Tubb, SECONDED by Cllr Judge and AGREED. (afternote: following the meeting, the following invoices were signed off by Cllr Tubb and Cllr Read and APPROVED by the Finance and Staff Committee and paid)

- Carpentry work carried out at new Community Centre - to fit new kitchen & worktops £1,200.00
- Electricity Bill for new CC - 10th September 2020 - 1st December 2020 £2,072.73 -to be reimbursed by Edgar Taylor.

Table of payments overleaf.....

Date	Company	For	Amount £	Vat £	Total £
11/01/2021	E. Sharp (Electrical) Ltd	Disconncted portable building as quoted	£300.00	£60.00	£360.00
06/01/2021	Viking	BK Canon, Unk Cartridge, 100 laminated pouch - A4	£56.37	£11.27	£67.64
04/01/2021	Sandy's Plumbing Ltd	To disconnect the water and the drainage to and from the temporary buildings	£750.00	£150.00	£900.00
31/12/2020	MT Loo's Limited	Flushing toilet with hand washing facilities £25.00 per week for 4 weeks, 3 days from 01/12/2020 - 31/12/2020	£230.00	£46.00	£276.00
31/12/2020	Frank Cooper and Son Limited	9th payment of 12	£1,442.92	£288.58	£1,731.50
23/12/2020	Buckland Landscapes Limited	12th December 2020 - cut 11 a side football pitch	£160.00	£32.00	£192.00
11/12/2020	E. Sharp (Electrical) Ltd	York Close - 35 watt & labour	£112.00	£22.40	£134.40
10/12/2020	Npower	01 November - 30 November - Electricity invoice	£1,629.91	£325.98	£1,955.89
03/12/2020	P.Kerman Tree Surgery Ltd	for stump grinding	£240.00	£48.00	£288.00
10/09/2020	M Lane Plumbing and Heating	Changing room/Showers - Chlorination of mains water pipework feeding all showers, water heaters and WC to 3x Changing rooms, shower blocks	£185.00	£37.00	£222.00
10/09/2020	M Lane Plumbing and Heating	The Churchill- Carry out Chlorination of mains water pipework feeding 2 x WC and water heaters, kitchen tap and water heater	£135.00	£27.00	£162.00
<b>Community Centre Invoices - APPROVED by committee</b>					
not dated	AC Interior Systems	High Levels boxing in pipes at Aston Clinton, now completed to specification	£3,385.16	£0.00	£3,385.16
12/01/2021	Mark Stroud	Carpentry work carried out at new hall & social club Aston Clinton Park to fit new kitchen & worktops	£1,200.00	£0.00	£1,200.00
11/01/2021	George Electrical Services	Raise height of suspended light fitting above 12ft to room for soft play equipment	£120.00	£0.00	£120.00
22/12/2020	Structured Growth Instant Hedging Ltd	Planting at the New Community Centre	£1,667.00	£0.00	£1,667.00
17/12/2020	A G Evans Limited	Supply steel - kitchen	£122.00	£24.40	£146.40
08/12/2020	British Gas - Gas Bill 2nd one	Gas Bill - 10th November 2020 - 30th November 2020	£36.69	£1.83	£38.52
03/12/2020	British Gas - Electricity	Electricity Bill - 10th September 2020 - 1st December 2020	£1,727.28	£345.45	£2,072.73
03/12/2020	Wolseley	Kitchen supply - feed reducer, compression reducing, tubular pipe	£14.87	£2.97	£17.84
30/11/2020	CBG Consultants	Aston Clinton - New Village hall (hayward smart architects)	£1,890.20	£378.04	£2,268.24
27/11/2020	Hayward Smart Architects	Contract administration - Including chairing site meeting for month of November 2020	£2,700.00	£540.00	£3,240.00
21/11/2020	British Gas - Gas Bill 1st one	Gas Bill - 19th September 2020 - 9th November 2020	£90.85	£4.54	£95.39
30/10/2020	CBG Consultants	Aston Clinton - New Village Hall	£630.20	£126.04	£756.24
27/10/2020	Hayward Smart Architects	Contract administration including chairing site meeting for month of October 2020	£2,700.00	£540.00	£3,240.00
<b>Direct Debits FYI:</b>					
05/01/2021	Buckinghamshire Council Waste	General waste 1100 empty for December at 14 x £9.15 & General waste 1100 rental for December at 16 x £2.10	£161.70	£0.00	£161.70
31/12/2020	BAS Associates Ltd	Monthly payroll for the period January - March 2021	£162.00	£32.40	£194.40
07/12/2020	Buckinghamshire Council	Dog waste service April 2020 - March 2021 bins at 104 empties including 2 censes of each bin	£2,014.16	£402.83	£2,416.99

## 21.06 Your café in the park rent

- i. Review of café figures to end December – figures had been circulated and noted that drastically reduced from previous years due to COVID.
- ii. Rent for February

To agree Café in the park base rent for February – the Committee discussed the current situation and given they were expecting a difficult February and March in terms of trade. December was the first month the turnover had dipped below the base rent threshold. The Clerk suggested looking at the turnover instalments at the next F&S meeting because at the current rate, the balance due in July would be in the negative, meaning the parish council would have to pay the café back the difference. Cllr Ronson asked about the new tenancy agreement and whether the café were still governed by the old one. Cllr Tubb responded that there

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were still a few things to iron out for the new agreement before being presented to Parish Council and that the café were still operating under the current lease.

**RESOLVED:** The café would not be charged any base rent for February, PROPOSED by Cllr Tubb, SECONDED by Cllr Wyatt and AGREED.

#### 21.07 Risk & Asset Registers – To review and make recommendation to Parish Council

**Asset register** – the clerk had circulated the asset register with a few minor suggested changes and the Committee AGREED to the changes and would recirculate in March for sign off.

**Risk register** – Cllr Tubb had suggested the removal of the following items:

13 (Community Centre not being built) Community Centre had been built

14 Damage to the temporary accommodation – Temporary accommodation had been removed

15 VAT and Community centre cash flow – there had been no problems with this and no longer a risk

18 Community Centre funding shortfalls due to s106 not being available on time – as the Public Works Loan had been received. Cllr Watton asked about funding for other S106 projects and Cllr Tubb responded that she could draft something separately for that one.

The following item was added: Cllr Watton asked if the following risk would cover the new Community Centre and Cllr Tubb recommended adding as a separate item - Event causing significant damage to property for which the Council is responsible e.g vandalism.

Cllr Tubb also mentioned possible addition: drop in income due to Covid-19 but felt that this had been budgeted for and would not normally be added as a risk when covered if accounted for in a budget

#### 21.08 Data bank – Alpha Accounts package back up

To consider a quote for back up service & addition to draft budget if agreed - This was withdrawn as company no longer providing the service

#### 21.09 Budget – 2021/2022

To review the final draft of the 2021/2022 budget for recommendations to full Council

The Clerk suggested revisiting the café base and turnover budget, in light of the fact that the base rent reductions, should they continue after April, would impact on the budgeted figure. There was a lengthy discussion in terms of anticipated COVID rules, however, the Committee agreed to recommend to full council base and turnover rents stay as predicted and no change to Football club or other permits.

The Committee also discussed the potential need for covering bills for the Community Centre and the Clerk said that this is something that should be considered with the risk register and the use of reserves if needed. Cllr Wyatt stated that all the Committee could do was make assumptions at this stage.

**RESOLVED** to agree changes discussed to present to full parish council, PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

Cllr watton thanked the clerk for all the work she had put into the budgets and for the hard work through out the year successfully managing the complex cash flow and timely payments submissions of VAT returns in order to keep the Community Centre finances on track.

#### 21.10 Date of next meeting – 3<sup>rd</sup> February 6.30pm

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

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Chair's initials