

Minutes of the Finance and Staffing Committee of Aston Clinton Parish Council,
held on 16th August 2021 at 6.30pm
at the Parish Council Office, Aston Clinton Park

PRESENT: Cllr C Read (Chairman), Cllr M Mason, Cllr McCall, Cllr Judge & Cllr L Ronson

IN ATTENDANCE: R Bennet (minute taker)

21.51 Apologies

Apologies received from Cllr Wyatt and accepted.

21.52 Declaration of Interests: For Councillors to declare any personal or prejudicial interests.

None declared.

21.53 To approve the minutes of meeting held on 19th July 2021

PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

21.54 Public Participation.

There were none.

21.55 Financial Situation Reports

- i. *Reconciliations:* as previously agreed, reconciliations had been deferred for 3 months.
- ii. *Month-end reports and budget status:* As previously agreed, month end reports and budget status had been deferred for 3 months.
- iii. *Community Centre*
 - a. Reports and budget status: There had been no movement since the previous month
 - b. S106 update: The following update was given:
 - i. Outstanding claim of appx £84k in relation to land south of Aylesbury Road.
 - ii. A breakdown of all pots and monies received had been circulated.
 - iii. The following items were highlighted as items of preference to be completed with the remaining monies: resurfacing park view, electric main gates, fountain, resurfacing driveway outside community centre and the play park.
 - iv. Cllr Mason would contact Buckinghamshire Council to ask for a list of items agreed for the funding
 - c. Review of invoices

A list of invoices to be agreed was circulated prior to the meeting. The following items were highlighted:

 - i. Fire Extinguisher training – those from the Churchill Hall had attended the training, Parish Cllr training deferred to September. Invoiced for 8 people but only 6 had attended. Cllr Mason would obtain updated invoice.
 - ii. The removal of pump blockage had cost approximately £1k.
 - iii. It was confirmed that all payments came out of the main account and get allocated a code apart from the remains of tennis club S106.
 - d. Café lease

Cllr Read to send amended café lease notes to Cllr Mason to share with Horwood & James to action.

iv *Payments to be agreed*

MOTION: To approve payment of invoices PROPOSED by Cllr Judge, SECONDED by Cllr McCall and AGREED.

v *Repayment of invoices paid on behalf of ACPC, by Bucks Council*

Due to the gap in available bank signatories, Buckinghamshire Council had been paying invoices on behalf of the Parish Council. Summary of those that need to be reimbursed was circulated prior to the meeting.

MOTION: To approve repayment of invoices paid on behalf of ACPC by Bucks Council PROPOSED by Cllr McCall, SECONDED by Cllr Ronson and AGREED.

21.56 **Astonbury Update**

The following update was given:

- i. £13k budget had been set aside for the event, this normally included approximately £6k received back in sponsorship and concessions.
- ii. There had been a struggle with sponsorship for the event totaling approximately £4k, but it had been agreed the event organiser would underwrite the difference.
- iii. There had been no final figures from the event yet and no invoices received.
- iv. The parish council would payout up to £13k and reimbursed from organiser.

21.57 **Staffing**

a. Authority to approve staffing payments

Cllr Mason nominated Cllr Ronson, Cllr Judge and Cllr Read (Chairman) to approve staffing payments. It was agreed that any staffing payment be agreed by two of the three cllrs and the clerk in all instances.

MOTION: To agree members required to approve staffing payments PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.

b. Recruitment update

References had now been received for the new clerk. Contract of employment to be drafted and shared with Horwood & James for comment.

Cllr Mason was still waiting to see if the assistant clerk post needed to be openly advertised or could be ringfenced for the current post holder. Cllr Ronson agreed to chase BALC.

c. Job descriptions – staff

Updated job descriptions were being worked on with those in post.

d. Return to working from parish office

It was highlighted that members of the team wanted to return to the office Mon, Tues, Wed and Thurs in a pattern so always one member of staff was in the office. The new clerk would work Mon to Friday with Wednesdays off.

It was agreed that the parish office would be open to the public 2 hours per day (timings to be agreed with office staff). Outside of these times, an appointment would be necessary. Opening times would be added to the website and Facebook.

- e. Approval of purchase of laptop for new Clerk
Approached current provider who had quoted £619 plus VAT – this had included the same spec as before and they would also complete set up, installation and data transfer.

MOTION: to approve quote for purchase of new laptop PROPOSED by Cllr Ronson, SECONDED by Cllr McCall and AGREED.

- f. Recruitment of new Park Keeper
After a discussion it was agreed that the Park Keeper would keep their self-employed status and continue to invoice the parish council for their time.

MOTION: To approve contractor taking on Park Keepers duties

AMENDED MOTION (PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED):
to approve contractor (Ken Workman) taking on Park Keepers duties PROPOSED by Cllr McCall, SECONDED by Cllr Mason and AGREED.

21.58 New Waste Contractor

Due to the inconsistency of collections by Buckinghamshire Council and lack of flexibility in collection days, the Parish Council were looking to change their waste contractor. Quotes were being obtained and checked against current charges.

21.59 Date of Next Meeting

13 September 2021 6.30pm.

Signed.....Date