

**Minutes of the Meeting of the Finance and Staffing Committee on  
Monday 3<sup>rd</sup> February 2020 at 7.00pm  
at Parish Council Meeting Room.**

**Present**

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

**In attendance**

Clerk: E Barry and R Bennett (recording)

**20.07 Apologies**

There were none.

**20.08 Minutes**

To approve the minutes of the last meeting PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

**20.09 Declarations of Interest**

There were none.

**20.10 Public Participation**

There were no members of the public in attendance.

**20.11 Financial Situation Reports**

**i. Reconciliations**

Reconciliations had been carried out prior to the meeting and were signed off.

**ii. Month-end report and budget status January 2020**

The following items were highlighted:

- The Clerk had moved Santa's float under sponsorship and donations.
- The arrears owed by Fitness Division (now called BG Fitness) had now been paid. The contract had been reviewed in the name of BG Fitness with the addition of a few ground rules. The clerk would chase the outstanding payment for February.

**iii. Community Centre**

Contract sum forecast

The Chairman highlighted that the contract sum had increased however the sum now included PV panels and bollards. The increase meant that there was currently a forecasted overspend of £32,857.25 however there was a £20k contingency built into the contract that would cover the majority of this and still a further saving of £11k expected from VE to the lighting.

Income/Expenditure

- The breakdown included the new contract sum as above and was now just under £400k.
- There had been £287,384 funds received and £112k still to claim to include the latest bill of £106K from the main contractor and this would be applied for via New Homes Bonus scheme.

Cash flow/schedule of payments

Concerns were raised about the s106 pot for the development of 93 houses, South of Aylesbury Road, as the build was yet to start which raised the risk that £300k S106 money for

the development would be later than expected. It was agreed that a Community Centre meeting would be arranged in order to discuss options of either bridging the gap if there were a delay or contingencies in place if that money was stopped completely. There were a couple of other S106 pots that could be looked at.  
review of invoices

#### **iv. Payments to be agreed**

The list of invoices to pay had been circulated. It was agreed that disabled bays marking would be paid from the premise and maintenance budget.

**MOTION:** to recommend payment of invoices PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

#### **20.12 Bank Mandate**

The Clerk recommended a review of Bank signatories to bring the Bank Mandate up to date. The Committee suggested following signatories:  
Dual Authorisers (online banking)  
Cllr Tubb - existing  
to add Cllr Ronson for when Cllr Tubb was not available.

Signatories (cheques; 2 required each time)  
Cllr Tubb  
Cllr Ronson  
Cllr Wyatt  
E Barry

**MOTION:** to review and recommend authorised signatories; as set out above PROPOSED by Cllr Tubb SECONDED by Cllr Wyatt and AGREED.

#### **20.13 Bank Debit Card**

**MOTION:** To approve application for Bank Debit Card for the Clerk/RFO PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

**MOTION:** To agree to Conditions 1 – 4 of the Barclays Card Business Debit card application form PROPOSED by Cllr Ronson SECONDED by Cllr Judge and AGREED.

#### **20.14 Internal Auditors**

The Clerk had circulated a copy of the engagement letter and the committee was being asked to recommend to the parish council the new auditors and the addition of an interim audit as the clerk felt this necessary as it would provide a mid-year check.

The proposed new auditors had been recommended by a neighbouring parish council and other references had been obtained. The cost per visit was similar to previous auditors.

**MOTION:** To recommend appointment of Internal Auditors PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

#### **20.15 Risk register review and recommendation**

Deferred to the next meeting.

#### **20.16 CCLA/COIF Account for Fountain – update**

It was confirmed that the funds had been received.

**20.17 Members Allowance**

The committee discussed the possibility of using the £200 Members Expenses budget to put towards the cost of their Christmas meal and that is could be offset against expenses accrued throughout the year that had not been claimed.

Members of the committee were not comfortable with agreeing the motion as written and wanted to rethink the wording before any decision was made.

MOTION: to recommend Christmas meal to be paid from Members Allowances budget, to include Councillors and Members of staff, starting 2020. DEFERRED.

**20.18 Staffing Sub-Committee**

The committee discussed the performance of staff employed by the parish council as probation periods were coming to an end.

**20.19 Date of next meeting**

Monday 2<sup>nd</sup> March 2020.

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