

**The minutes of the meeting of the Finance and Staffing Committee on
Wednesday 14th October 2020 at 6.30pm in the Parish Council Virtual Meeting
Room.**

Present

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

In attendance

Clerk E Barry and R Bennett (recording)

20.94 Apologies

Apologies were received from Cllr Wyatt.

20.95 Declarations of Interest

There were none.

20.96 Minutes –

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

20.97 Public Participation

There were none.

20.98 Financial Situation Reports

i. Reconciliations –

had been carried out prior to the meeting by Cllr Watton and all was in order.

ii. Month-end reports and budget status –

all as expected. The following updates were given by the Clerk:

- Income was due from the café of £6700 up to the end of October which included the adjustable turnover payment.
- Income also expected from the Football Club and the Colts and they had been invoiced.
- BG Fitness were up to date with payments.
- There was an earmarked reserve for the temporary accommodation of just over £28k remaining in budget. There was a further £5k budgeted for this which would cover the hire costs to the end of the year, including costs for take down and removal of the cabins.

iii. Community Centre

Reports and budget status – an update report had been circulated prior to the meeting and the following items were highlighted by the Clerk:

- Expenditure was now at £1.3m which included Edgar Taylor payments, consultant and other fees.
- New Homes Bonus and S106 funds had been received with just under £10k still to be claimed.
- Current forecast stood at £2.140m with a projected overspend of £29,644K, but that included some repair work that had not been in the original contract. Also

some items were in dispute.

- An application to the Gibb Lane fund for £2900 for CCTV had been submitted. It was hoped that the sum awarded may be closer to £6k.

Public Works Loan & S106 update – Cllr Watton gave the following updates:

Public Works Loan

- Responses to additional questions asked for and draft budgeting had been submitted.
- First assessor to review the application was happy and it had now been submitted to the approver; a response was expected within two weeks.
 - Section 106
- There was a need for a Deed of Variation for Stratford Close.
- The request for a Deed of Variation had been agreed by the Solicitors and Keir (a side letter had been suggested as a more straight forward process).
- Contact had been made with the Legal team at Buckinghamshire Council and was awaiting a response.
- The Parish Council would need to pick up Keir legal costs and also those of Buckinghamshire Council

Review of invoices

- Cllr Tubb and Cllr Read had reviewed and agreed the invoices for CGB Consultants and Dawn Lodge. They were still to review the invoice from Hayward Smart.
- The Clerk asked the committee for pre-approval for the kitchen for the Community Centre in the amount of £2,828.41, in order to expedite payment when due in order to make delivery dates. This was agreed.
- The invoice of £285k from Edgar Taylor would be signed off at the next Parish Council meeting.

MOTION: to recommend to Parish Council, payment of Community Centre Invoices PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

iv. Payments to be agreed

The following items were noted:

A credit note had been received against the Portable offices invoice of 30/9

Portable offices invoice August invoice had been approved by email and paid prior to the meeting. It had been missed from the list at the previous F&S but was a regular payment.

Buckland Landscapes – Cllr Ronson would let the Clerk know the number of cuts that had been completed at the cricket club so payments could be readjusted.

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

| Date | Company | For | Amount £ | Vat £ | Total £ |
|----------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|
| 13/10/2020 | Portable Offiices - CREDIT NOTE | Modular building, modular building 3 bay canteen, energy saver, 32ft Av shower and changing room x2, 16ft Av shower and changing room, Jackpad foundations. | -£5,682.30 | -£1,136.46 | -£6,818.76 |
| 13/10/2020 | Portable Offiices | Modular building, modular building 3 bay canteen, energy saver, 32ft Av shower and changing room x2, 16ft Av shower and changing room, Jackpad foundations. | £2,841.17 | £568.21 | £3,409.38 |
| 02/10/2020 | Buckland Landscapes Limited | Site Maintenance for September 2020 | £100.00 | £20.00 | £120.00 |
| 30/09/2020 | Frank Cooper and Son Limited | To undertake grass cutting and wild flower area all in accordance with the grounds maintenance services specification. 6th payment of 12 | £1,442.92 | £288.58 | £1,731.50 |
| 30/09/2020 | Portable Offiices | Modular building, modular building 3 bay canteen, energy saver, 32ft Av shower and changing room x2, 16ft Av shower and changing room, Jackpad foundations. | £5,682.30 | £1,136.46 | £6,818.76 |
| 30/09/2020 | MT Loo's Limited | Flushing toilet and hand washing hire & delivery | £205.00 | £41.00 | £246.00 |
| 30/09/2020 | Almar (Tring) Ltd | A2 Photocopies and A2 Scan | £10.83 | £2.17 | £13.00 |
| 29/09/2020 | Frank Cooper and Son Limited | To spray the resurfaced internal footpaths with approved herbicide & to spray 8 internal Parish Council footpaths (including the footpath by the church) with approved herbicide. | £535.00 | £107.00 | £642.00 |
| 25/09/2020 | E.Sharp (Electrical) Ltd | 3, The Pleasance - plug in photo cell unit, 15 wall LED lamp, 6amp fuse and labour | £121.56 | £24.31 | £145.87 |
| 22/09/2020 | Almar (Tring) Ltd | 3 x A2 colour prints | £48.00 | £9.60 | £57.60 |
| 16/09/2020 | N Power | Bill Period: 01 August 2020 - 31 August 2020 | £748.63 | £149.72 | £898.35 |
| 14/09/2020 | E.Sharp (Electrical) Ltd | Fitted LED replacement light as quoted for 4 Talbot Road | £375.00 | £75.00 | £450.00 |
| 14/09/2020 | E.Sharp (Electrical) Ltd | Roseberry rd flats and 32/34 Long plough street light outside, SL10, 70watt CDMTT white lamp and labour. | £111.31 | £22.26 | £133.57 |
| 02/09/2020 | Buckland Landscape Limited | Site maintenance Aug 2020 - Cricket pitch | £ 100.00 | £ 20.00 | £ 120.00 |
| 31/08/2020 | Portable Offiices | Modular building, modular building 3 bay canteen, energy saver, 32ft Av shower and changing room x2, 16ft Av shower and changing room, Jackpad foundations. | £5,682.30 | £1,136.46 | £ 6,818.76 |
| 28/08/2020 | Frank Cooper and Son Limited | To undertake grass cutting and wild flower area all in accordance with the grounds maintenance services specification. 5th payment of 12 | £1,442.92 | £288.58 | £1,731.50 |
| Community Centre Invoices - APPROVED by committee | | | | | |
| 12/10/2020 | Edgar Taylor | Contract- New Community Centre Aston Clinton | £285,045.15 | £57,009.03 | £342,054.18 |
| 30/09/2020 | Hayward Smart Architects | Contract administration including chairing site meeting for month of September 2020 | £2,700.00 | £540.00 | £3,240.00 |
| 30/09/2020 | Dawn Lodge Associates | Proposed New Community Hall Aston Clinton - invoice for works in connection with the post contractstage to the end of September 2020 | £1,635.50 | £327.10 | £1,962.60 |
| 30/09/2020 | CBG Consultants | Aston Clinton - New Village Hall | £630.20 | £126.04 | £756.24 |
| Unknown | Benchmark | Kitchen for Community Centre | £2,828.41 | £565.69 | £3,394.10 |
| Direct Debits FYI: | | | | | |
| 02/10/2020 | Buckinghamshire Council | General Waste 1100 empty September 15 x £9.15 & General Waste 1100 rental for September 16 x £2.10 | £170.85 | £0.00 | £170.85 |
| 30/09/2020 | BAS Associates Ltd | Monthly payroll for the period October- December 2020 | £162.00 | £32.40 | £194.40 |

20.99 Salary budgets – 2021/2022

The Clerk updated that the Financial Regulations stated that Parish Council would need to start to review its salary budgets in October for the following year. It was agreed that the staffing subcommittee would meet to start the process and provide a further update to the next finance and staffing committee. Cllr Watton, Cllr Tubb and the Clerk would also review pensions. The Parish Council would take any final decisions on staffing budgets.

20.100 Date of next meeting

11 November 2020 at 6.30pm.

Signed.....Date