



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting
held at 3.30pm on **19 December 2022** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr D McCall & Cllr L Ronson

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

FS22.24 Questions and Comments from the Public. No members of the public present.

FS22.25 To Receive Apologies for Non-Attendance. Apologies received from Cllr M Mason and Cllr P Wyatt.

FS22.26 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS22.27 To Approve the Minutes of the meeting held on 6th September 2022
The minutes of the meeting held on 6th September 2022 were approved as a true and accurate record and were signed by the Chair.

FS22.28 To Review Current Expenditure vs Budget at 30th November 2022 & Consider the Need for Virement

The committee reviewed the income and expenditure, balance sheet and earmarked reserves at 30th November 2022.

It was resolved that (a) £1850 be vired from 4180 (Election/APM/Public Meetings) to 4130 (IT Support & Software Subs) which is overbudget due to installation of Rialtas Omega software; and (b) £800 be vired from 4170 (Training); £750 to 4110 (Office Supplies) and £50 to 4130 (IT Support & Software Subs).

ACTION: Clerk

FS22.29 To Consider the Draft 2023/2024 Budget

The figures for the draft 2023/2024 budget were discussed. A precept request of £314,134 would be recommended to Council which represents a 11.44% increase.

FS22.30 To Consider Payments for Approval

In the absence of a Council meeting during December the committee considered and approved the list of payments totaling £9,432.27. These payments would be ratified at the January 2023 Council meeting.

ACTION: Clerk

FS22.31 To Consider Opening a Business Saver Account with The Nationwide Building Society
It was resolved to open a Nationwide Building Society Business Saver Account with £85,000 from Council's Barclays Account.

ACTION: Clerk

FS22.32 To Note the Appointment of PKF Littlejohn LLP as the External Auditor for the 2022/23 to 2026/27 period.

The appointment of PKF Littlejohn as the external auditor for the period 2022/23 to 2026/27 was noted.

FS22.33 To Note that the Interim Audit will take place on 14th February 2023

It was noted that the interim internal audit would take place on 14th February 2023.

FS22.34 To Consider Increasing the Clerk/RFO's Hours Per Week

The committee considered a report detailing the Clerk/RFO's hours worked over the first 44 weeks of 2022. The average hours worked per week during this period was 37.

It was resolved that the Clerk/RFO post be a full-time role of 37 hours per week commencing 1st January 2023.

ACTION: Clerk

FS22.35 To Note Staff Annual Leave and Consider Office Cover Arrangements During the Christmas Season

It was noted that the office would be closed to the public during the last two weeks of December. The Assistant Clerk would be in the office during this period. Cllr Read agreed to take emergency calls during this period.

The meeting closed at 5.00pm

Signed.....Date

DRAFT