



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting
held at 2.00pm on **11th March 2024** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr M Mason (acting minute taker), Cllr D McCall & Cllr L Ronson

FS23.32 Questions and Comments from the Public. No members of the public were present.

FS23.33 To Receive Apologies for Non-Attendance. None received.

FS23.34 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS23.35 To Approve the Minutes of the Meeting Held on 21st November 2023

The minutes of the meeting held on 21st November 2023 were approved as a true and accurate record and were signed by Chair.

FS23.36 To Consider for Adoption the Draft Debit Card Use Policy

The Committee considered the document. It was agreed that point 2.4 should be amended to read: "The Clerk or any member of the Finance & Staffing Committee, with the Clerk's authorisation, may use the debit card and make payments. No other individuals may use the card." **It was resolved to adopt the Debit Card Use Policy, with the amendment to point 2.4 as detailed above.** **ACTION:** Clerk

FS23.37 To Consider the Internal Auditor's Letter of Engagement

The Committee considered the letter of engagement from Joanna Simonds to act as the Council's internal auditor. **It was resolved to accept the terms of the Internal Auditor's Letter of Engagement.** **ACTION:** Clerk

FS23.38 To Note the Sporting Fees VAT Refund of £2,383 for the Period Oct 2019 to May 2023

The Committee noted that the claim for sporting fees VAT charged between October 2019 and May 2023 had been approved by HMRC and £2,383 had been received.

FS23.39 To Consider the .Gov.uk Domain Name & Email Management Quotes

The Committee considered the 4 quotes from the Cabinet Office's approved registrars list. **It was resolved to accept the quote from Cloud Next to act as the Council's registrar in the application for the www.astonclinton-pc.gov.uk domain name, email migration and hosting for the 3 office and 11 Councillor emails.** **ACTION:** Clerk

FS23.40 To Consider for Adoption the Draft Disciplinary Policy

The draft Disciplinary Policy, which had been circulated to the Committee in advance of the meeting, was considered. **It was resolved to adopt the Disciplinary Policy.**

FS23.41 To Consider for Adoption the Draft Grievance Policy

The draft Grievance Policy, which had been circulated to the Committee in advance of the meeting, was considered. **It was resolved to adopt the Grievance Policy.**

FS23.42 To Consider for Adoption the Draft Dignity at Work: Bullying & Harassment Policy

The draft Dignity at Work: Bullying & Harassment Policy, which had been circulated to the Committee in advance of the meeting, was considered. **It was resolved to adopt the Dignity at Work: Bullying & Harassment Policy.**

FS23.43 To Consider Arrangements for Staff Appraisals

The Committee agreed that the staff appraisals would be carried out during April.

The meeting closed at 3.35pm

Signed.....Date