

**The minutes of the meeting of the Finance and Staffing Committee on
Wednesday 11th November 2020 at 6.30pm in the Parish Council Virtual Meeting Room.**

Present

Cllr Watton
Cllr Tubb
Cllr Wyatt
Cllr Judge
Cllr Ronson

In attendance

Clerk E Barry and R Bennett (recording)

20.101 Apologies

There were none. Cllr Duffield was not present, and Cllr Watton chaired the meeting in his absence.

20.102 Declarations of Interest

There were none.

20.103 Minutes –

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

20.104 Public Participation

No public were present.

20.105 Financial Situation Reports

i. Reconciliations –

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

ii. Month-end reports and budget status –

it was highlighted that the expenditure budget was looking healthy with a predicted pot at this stage of around £60k to be added to the general reserve at the end of financial year 20/21.

Income – the café base rent was lower than expected due to discounted rent during the pandemic and the Colts had paid for their permits and the Clerk was to chase the Football Club for their payment.

iii. Community Centre

Reports and budget status – the reports circulated prior to the meeting covered up to the end of October. The Clerk highlighted the following:

- Money had been received from S106 and New Homes Bonus (NHB) as the Edgar Taylor payment was due in November.
- There was still a forecast overspend of £30k, however some items were still in dispute.
- Gibb Lane bid for funding for CCTV had been successful, securing £6471 towards costs.
- The committee discussed in detail the implications if work on Land South of Aylesbury did not start and if it were to need planning permission again how that would be affected by restrictions set out in the Neighbourhood Plan. The Clerk had emailed the Buckinghamshire Council Planning Officer and Cllr Tubb agreed to revisit the Neighbourhood Plan to understand the implications if any.

Afternote: the planning officer at Buckinghamshire council confirmed that the planning deadline had been extended to 1st May 2021, in line with government guidance.

Public Works Loan & S106 update

- S106 – the amendment to the deed of variation was with Keir for approval/signatures. Once this had been done it would then go to Buckinghamshire Council to be signed off. The cost of the variation incurred at this stage was £917.
- PWL – There had been a delay in getting the loan signed off. Cllr Watton continued to chase the responsible officers. It was expected there had been a large number of applications and monies would be released soon.

Review of invoices – there were two invoices for the Community Centre which were yet to be signed off by Cllrs Tubb, Read and the Clerk, due to a pending meeting with Edgar Taylor and design Team on the 18th.

MOTION: to recommend to Parish Council, payment of Community Centre Invoices. It was recommended that the motion was WITHDRAWN, which was PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

iv. Payments to be agreed

A list of payments to be agreed was shared prior to the meeting. Confirmation of the number of cuts completed at the cricket club by Buckland Landscapes was still required. Cllr Ronson queried the invoice for Grounds Maintenance contract and the wording of on the invoice spreadsheet and the Clerk clarified that it was the usual monthly maintenance bill. It was AGREED to hold the Buckland Landscape cricket club cuts invoice until clarification on numbers of cuts had been ascertained.

Date	Company	For	Amount £	Vat £	Total £	Meeting comments
18/11/2020	Rialtas Business Solutions Ltd	Making tax digital for VAT Annual Support fee per company	£59.00	£11.80	£70.80	
09/11/2020	E. Sharp (Electrical) Ltd	50 Overstrand Stable Bridge Road - connect new lights	£176.03	£35.21	£211.24	
05/11/2020	Tanswell Technology	Hardware, TP-Link TL-MR6400 4G LTE Router	£83.33	£16.67	£100.00	
05/11/2020	Buckland Landscapes Limited	Site Maintenance for Oct 2020	£100.00	£20.00	£120.00	AGREED at F&S on 11/11 to put on hold
04/11/2020	Buckinghamshire Council	Garden waste service January - December 2021, includes Covid 19 adjustment. 1 Bin at The Churchyard, London Road, HP	£34.77	£0.00	£34.77	
03/11/2020	Sign Wizzard	Allotment signs - ' Private Allotment tenants only, No vehicular access during the wet season' X 3 - Size: 210 x 300mm	£75.43	£15.09	£90.52	
31/10/2020	Portable Offices	Modular building, modular building 3 bay canteen, energy saver, 32ft Av shower and changing room x2, 16ft Av shower and changing room, Jackpad foundations.	£2,841.15	£568.23	£3,409.38	
31/10/2020	MT Loo's	Flushing toilet with hand washing facilities x 8 Total	£220.00	£44.00	£264.00	
30/10/2020	Frank Cooper and sons	To undertake grass cutting and wild flower area all in accordance with the grounds maintenance services specification	£1,442.92	£288.58	£1,731.50	
26/10/2020	E. Sharp (Electrical) Ltd	6 Rosebery Road, 1st light Long Plough, 1st light Rothschild Ave & Labour	£284.76	£56.95	£341.71	
06/10/2020	N Power	Bill period 01SEP20 - 30SEP20	£724.47	£144.89	£869.36	PAID – by the clerk under delegated powers”
09/09/2020	Buckinghamshire & Milton Keynes Association of Local Councils	Councillor training for town & amp Parish Councils - Cllr David McCall	£41.55	£0.00	£41.55	
09/09/2020	Buckinghamshire & Milton Keynes Association of Local Councils	Councillor training for Demystifying Planning - Cllr David McCall	£70.66	£0.00	£70.66	
09/09/2020	Buckinghamshire & Milton Keynes Association of Local Councils	Councillor training for Demystifying Planning - Cllr Sam Howard	£70.66	£0.00	£70.66	
Community Centre Invoices - APPROVED by committee						
30/10/2020	CBG Consultants	Aston Clinton - New Village Hall	£630.20	£126.04	£756.24	Agreed at F&S 11/11 to hold waiting outcome of meeting with Edgar Taylor
27/10/2020	Hayward Smart Architects	Contract administration including chairing site meeting for month of October 2020	£2,700.00	£540.00	£3,240.00	Agreed at F&S 11/11 to hold waiting outcome of meeting with Edgar Taylor
Direct Debits FYI:						
06/11/2020	Buckinghamshire Council Waste	General waste 1100 empty for October 13 at £9.15, Refill for October 1 at £11.45, Rental for October 16 x £2.10	£164.00	£0.00	£164.00	Correct Invoice for October
02/11/2020	Buckinghamshire Council Waste	General waste 1100 empty for October 15 at £9.15 & General waste 1100 rental for October 16 at £2.10	£170.85	£0.00	£170.85	Incorrect invoice - superceded by invoice number - 499743

MOTION: to approve payment of invoices excluding Buckland Landscapes PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

20.106 Your café in the park rent

It was agreed to keep the base rent for December at 50%. It was also highlighted that the café planned to shut for the last week in December in order to move over into the new building.

MOTION: To agree Café in the park base rent for December PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

20.07 Draft budget – 2021/2022

Sub committees had started to meet to discuss draft budgets for 2021/22. The following updates were given:

Finance and Staffing

- The council continued to be understaffed and additional funds were needed in order to have the right resources in place.
- Looking at the possibility to recruit a full time assistant clerk rather than part time.
- Proposed staffing budget would equate to approximately a third of proposed total expenditure.
- All members of the committee agreed with the proposal and the importance of having sufficient resources, especially with the addition of the management of the S106 funded projects.

Planning

- Proposed to remain at a budget of £25k.

Facilities

A working party had been held to discuss and develop a list of items with their associated suggested budgets; these were highlighted as: This would go to the Facilities Committee for final agreement before being fed in to the draft budgets.

- Grounds Maintenance (GM) budget would remain the same as per the 3 year contract
- Looking to increase GM ad hoc and footpaths budget by £2K
- 10% increase for devolved services was estimated by the Clerk.
- Repairs and maintenance – proposed increase due to new Community Centre ongoing maintenance and increased wear and tear on park and village facilities.
- Cleaning pump house in Lakewood and adding door
- Lake clearance
- All weather pitch deterrent
- Churchyard works
- Ascertain village footpath ownership project
- Possible private contract for four additional dog bins
- Income – it was AGREED that this need more detailed discussions, but the proposed café base rent and turnover rents were to reflect the uncertainty caused by COVID-19, and there was an expected reduction in all-weather pitch income

The Clerk agreed to work up proposals and a budget working party was agreed to be held on Wednesday 2nd December at 2pm.

20.08 Date of next meeting

Wednesday 9 December at 6.30pm

Signed.....Date