



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting  
held at 6.30pm on **9<sup>th</sup> May 2022** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr C Read (Chair), Cllr C Judge, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mrs S Payne (Clerk/RFO)

**FS21.102 Questions and Comments from the Public.** No members of the public present.

**FS21.103 To Receive Apologies for Non-Attendance.** Noted from Cllr M Mason & Cllr D McCall.

**FS21.104 To Receive Declarations of Interest or Requests for Dispensation.** None declared.

**FS21.105 To Approve the Minutes of the meeting held on 17<sup>th</sup> February 2022**

The minutes of the meeting held on 17<sup>th</sup> February 2022 were approved as a true and accurate record and were signed by the Chair.

**FS21.106 To Consider for Approval the Updated Risk Management Register**

The register had been expanded to include financial, governance, management, business continuity and legal risks.

**It was resolved to adopt the Risk Management Register.**

**ACTION: Clerk**

**FS21.107 To Consider the Council's Asset Register at 31<sup>st</sup> March 2022**

**It was resolved to approve the asset register at 31<sup>st</sup> March 2022.**

**ACTION: Clerk**

**FS21.108 To Consider the Updated Financial Regulations**

**It was resolved to adopt the updated Financial Regulations.**

**ACTION: Clerk**

**FS21.109 To Receive the Financial Reports for the Year Ending 31<sup>st</sup> March 2022**

The income and expenditure report and the balance sheet for the year ending 31<sup>st</sup> March 2022 were considered. It was noted that the £9,837 audit and election expenditure included £5998 costs for the July 2021 election and the café turnover rent of £30,302 was for a 21-month period from 1 July 2020 to 31<sup>st</sup> March 2022. From 1<sup>st</sup> April 2022 the Your Café in the Park turnover rent will be paid quarterly.

**FS21.110 To Consider the Internal Auditor's Report & Observations**

The internal Auditor's reported was noted. Its overall conclusion was that Council continues to have effective systems in place. The only recommendation was that Council adopt an updated assessment of risk. It was noted that this had action under minute FS21.106.

**FS21.111 To Receive an Update on the Transfer of Funds to Unity Trust Bank & Starling Bank.**

The Clerk reported that the Unity Trust Bank application to open a current account was progressing and should be complete within the next week.

Starling Bank only offer accounts to registered businesses. It was agreed that the possibility of opening an account with one of the other high street banks been investigated.

**ACTION: Clerk**

**Resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.**

**FS21.112 Review of Staffing Pay Scales as Detailed in Contracts of Employment**

**It was resolved to increase the Clerk’s pay scale by one increment point following the completion of six months in post.**

The meeting closed at 7.12pm

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