

Minutes of the Finance and Staffing Committee of Aston Clinton Parish Council,
held on 19th July 2021 at 6.30pm
at the Parish Council Office, Aston Clinton Park

(NB. Venue change from the adjacent Churchill Hall – arrangements made for public to be notified on arrival)

Present:

Councillors: -

C Read (Chair)

C Judge

L Ronson

D McCall

M Mason

P Wyatt

Clerk: G Merry (Locum)

Members of Public: 0

It was agreed by all present to switch around items 21.42 and 21.43

21.42 Apologies and co-option

MOTION: It was PROPOSED that Cllr Mason be co-opted onto the committee by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED. There were no apologies.

21.43 Election of chairman and vice chairman

MOTION: Cllr Read was PROPOSED as **chairman** by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED

MOTION: Cllr Mason was PROPOSED as **vice chairman** by Cllr Wyatt, SECONDED by Cllr McCall and AGREED

21.44 Declarations of Interest

No declarations

21.45 To Approve the minutes of the Finance and Staffing Committee held 12th May 2021.

The minutes were proposed, agreed and signed.

21.46 Public Participation

No items

21.47 Financial Situation Report

- i **Reconciliations:** Cllr Judge had carried out the invoices against bank statement reconciliation. However, the reconciliation of balances to statements were not possible as without a clerk, the accounts could not be brought up to date.

ii **Month-end reports and budget status:**

Cllr Mason suggested that as Bucks Council had recently been paying invoices, the balances would be inflated anyway. She suggested waiting until the new clerk was in post and then ask for the accounts to be brought up to date and presented as 2nd-quarter figures at that point, and this was agreed. Online payments are now possible and Cllrs Wyatt, Ronson and Read are now signatories with Cllrs Ronson and Wyatt able to carry out dual authorisation.

iii **Community Centre:**

Budget Status: There had been no expenditure this month. Quotes had been obtained for the acoustics and these would be presented at the council meeting on 21/7/21. Cllr Hughes is following up on snagging issues. The pump had required servicing and Cllr McCall stated the problem was items being flushed away that blocked the toilets. The need for robust signage inside the cubicles was agreed.

S106 update: Cllr Mason advised that the £133K from the Land South of Aylesbury Road was now available and this could potentially pay off the PWLB loan. The advantages and



disadvantages of this were discussed and it was agreed that the penalties for early redemption, outweighed any advantage in paying off the loan and it was better to retain access to the funds. It was also agreed to check whether all or part of the £133K was available.

Review of Invoices: No invoices for review

Café Lease: The 2016 lease had been reviewed and it was agreed the document circulated earlier this year, with the additional clauses now required, must be further reviewed. Cllr Mason agreed to organise this. It was agreed to then ask Horwood and James to draft the required lease. It was agreed the committee should review the responsibilities of the council and the café, as well as discussing the new Ts and Cs in detail as a committee, and with the café owners. This must take place sooner rather than later, although the lease document should be simplified.

iv **Payments to be agreed:** The list of invoices had been circulated and was reviewed as follows:

| | | | | | |
|--|----------------------------------|---|-----------|---------|-----------|
| 07/05/2021 | Martin Sharp (Electrical) Ltd | Fixing street light chapel drive opposite 99 Weston road | £177.29 | £35.46 | £212.75 |
| 15/06/2021 | N Power invoice 1 | Electricity Invoice from 01 May - 31st May | £748.00 | £149.60 | £897.60 |
| 16/06/2021 | Viking | Office order of - wipes, Dettol etc | £54.11 | £10.82 | £64.93 |
| 16/06/2021 | Aylesbury Town Council | Recharge for devolved services | £2,000.00 | £400.00 | £2,400.00 |
| 17/06/2021 | BMKALC | Councillor training Lesley | £38.00 | £0.00 | £38.00 |
| 17/06/2021 | Sign Wizzard - Invoice 2 | Signage - No dogs allowed in play area | £79.75 | £15.95 | £95.70 |
| 18/06/2021 | Sign Wizzard - Invoice 1 | laminated graphic mount and labels | £124.54 | £24.91 | £149.45 |
| 27/06/2021 | Aston Commercial Cleaning | Cleaning Services from June 2021 & Window cleaning | £348.83 | £69.77 | £418.60 |
| 30/06/2021 | Cheryl Anne Shears | Cleaning invoice for June for Parish Council | £44.00 | £0.00 | £44.00 |
| 30/06/2021 | Frank Cooper and Son Ltd | grass cutting and wild flower | £1,442.92 | £288.58 | £1,731.50 |
| 30/06/2021 | Jewson's - 0417/00161724 | Cuprinol | £30.61 | £6.12 | £36.73 |
| 06/07/2021 | BMKALC | Councillor training James | £38.00 | £0.00 | £38.00 |
| 07/07/2021 | Buckland Landscapes Limited | Site Maintenance June 2021 | £100.00 | £20.00 | £120.00 |
| 12/07/2021 | Corrine Judge | reimburse for warning barrier tape | £7.29 | £1.46 | £8.75 |
| 14/07/2021 | Buckland Landscapes 1 | Turfing front cc, side of office and preparation for strim | £3,535.00 | £707.00 | £4,242.00 |
| 15/07/2021 | N Power invoice 2 | Electricity invoice from 01JUN - 30JUN | £723.86 | £144.77 | £868.63 |
| Community Centre Invoices - APPROVED by committee | | | | | |
| NONE | | | | | |
| Direct Debits FYI: | | | | | |
| 02/07/2021 | Buckinghamshire Council | Waste refill, empty and rental | £241.80 | £0.00 | £241.80 |

| | | | | | |
|------------|---------------------------------------|--|-----------|--------|-----------|
| 02/06/2021 | British gas | Billing period 2 May to 1 June small car park lighting | £14.17 | £0.70 | £14.87 |
| 30/06/2021 | BAS Associates | monthly payroll July-September | £162.00 | £32.40 | £194.40 |
| 05/07/2021 | British gas | Bill period 2 June - 1 July | £12.90 | £0.64 | £13.54 |
| 08/07/2021 | United Kingdom Debt Management Office | Loan repayment 05/08/2021 | £1,990.54 | £0.00 | £1,990.54 |
| 15/07/2021 | Tanswell Technology | Office 365 monthly subscription for parishcouncil@ & parishcouncilassistant@, Bitdefender for 1 PC & Datto 365KP Monthly backup for 1 user | £32.50 | £6.50 | £39.00 |

MOTION: To approve payment of invoices, as above PROPOSED by Cllr McCall SECONDED by Cllr Ronson and AGREED

21.48 Risk Review

- **Staffing:** Cllr Mason stated there was less concern now that a suitable candidate was being recruited to the clerk's role. However, without a clerk in place, she was concerned actions may be missed. The administrative staff were coping but care was needed not to overload them, and Cllr Mason was in discussion with them.
- **Astonbury:** Risks were circulated and reviewed as follows:
 - Safety Advisory group: The SAG had advised that last year's document was not valid for this year's event. It was agreed the event manager would be asked for a full report for the SAG, including COVID safety measures and signage. It was agreed Cllr Mason would request this document and other information by an agreed deadline.
 - Income: Concern was expressed that the income target could not be met.
 - Expenditure: The locum clerk advised that it must be established what arrangements were in place for the bands and other contracted items on the programme. It was discussed and agreed that bands could not be paid in cash, as in previous years and all invoices must be presented to the PC.
 - A full I & E projection must be requested from the event manager. Along with a risk assessment, list of what has been booked, a list of personal, details of security arrangements, arrangements for securing equipment overnight, paramedic arrangements, COVID safety and additional cleaning measures, car park and marshalling arrangements. It was agreed these details must be received by 2/8/21. Concern was expressed that paramedics had not yet been booked. Cllr Wyatt advised that 2 crews should be in place for this event.
 - Cancellation: It was discussed and agreed that the parish council reserves the right to cancel the event, on or following the 2/8/21 deadline, if the requested information was not supplied, criteria not met, or the risks involved were of overriding concern.
 - Host involvement: It was agreed there must be a parish council presence on the day and councillors would be asked to take shifts, including the newly elected members following 29/7/21. The office would be manned and operate as a lost child point, as in previous years.
 - Attendance: Concern was expressed that numbers may increase, especially as Chillfest had been cancelled. It was agreed there must be extra signage in place, as well as pre-event advice, that people were attending at their own risk
- Bank Signatories and dual authorisation covered in 21.47.




21.49 Staffing Sub-Committee

- Membership: The locum clerk advised that any committee or sub-committee of the PC must hold publicly notified meetings, even if a motion was then called to exclude the public. Additionally, that the staffing sub-committee was there primarily to support the clerk.
- Terms of Reference and Purpose: Cllr Read asked whether, given the turnover of clerks, the council should consider dissolving the staffing sub-committee. This was discussed at length, and it was agreed to dissolve the sub-committee, whilst retaining checks and balances in the system to ensure the clerk was supported, as well as monitored. The new clerk would have an overseeing role re. all other members of staff, as well as checking time sheets, overtime etc and costs would still be agreed by the PC. A light-touch appraisal approach would be implemented, and the new clerk's point of contact would be the chairman.
- Recruitment: Interviews were now concluded, and a new clerk had been identified. Appointment needed to be agreed by the full PC but essentially, the sub-committee were pleased with the candidate. The assistant clerk has been offered the role and has accepted.
- Payments to staff: The clerk would approve timesheets and hours, with payments to be approved by the PC. Amounts can be redacted in the minutes.
- Temporary Clerk role: Cllr Mason reported that there is more to do to keep on top of the workload than originally thought and although she is happy to perform the role in the short term, this must be agreed.

MOTION: To agree Cllr Mason covers the clerk's duties on a temporary basis until a new clerk is appointed **PROPOSED** by Cllr Wyatt, **SECONDED** by Cllr Ronson and **AGREED**.

21.50 **Date of next meeting:** Monday 16th August


..... Chairman

Date: 16th Aug 21