



ASTON CLINTON PARISH COUNCIL

Minutes of the Finance and Staffing Committee
held on 13th September 2021 at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr M Mason, Cllr D McCall, Cllr C Judge, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

21.60 To Receive Apologies for Non-Attendance. None received.

21.61 To Receive Declaration of Interests or Request for Dispensations. None declared.

21.62 To Approve the Minutes of the meeting held on 16th August 2021.

MOTION: To approve the minutes of the meeting held on 16th August as a true and accurate record. PROPOSED by Cllr Ronson, SECONDED by Cllr McCall and APPROVED. The minutes were signed by the Chair.

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

21.64 To Receive Financial Reports

i. Payments to be agreed.

A list of invoices to be agreed was circulated prior to the meeting.

MOTION: To approve payment of invoices PROPOSED by Cllr Ronson, SECONDED by Cllr Read and AGREED.

ii. 2020/21 Annual Governance & Accountability Return.

The completion of the 2020/21 Annual Governance & Accountability Return (AGAR) and the external auditor's report was noted.

21.65 To Consider the Budget Allocation for Landscaping Work to Areas Around the Community Centre.

MOTION: To recommend to Council that the allocation of £3,535 (net of VAT) in relation to Buckland Landscapes invoice dated 14/7/21 for landscaping work to areas around the Community Centre be paid from the New Community Centre earmarked reserves budget. PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

21.66 To Agree to Change from Monthly to Quarterly VAT Returns to Coincide with the Financial Year End.

MOTION: To recommend to Council that VAT Returns are produced quarterly rather than monthly to coincide with the financial year end. PROPOSED by Cllr McCall, SECONDED by Cllr Wyatt and AGREED.

ACTION: Clerk

21.67 To Agree to Add Cllr Mason as a Bank Signatory and Allow Online Access to the Bank Account and Allow Online Access to Mrs S Payne, the Newly Appointed Clerk so that Payments for Authorising can be Uploaded.

MOTION: To recommend to Council that Cllr Mason be added as a bank signatory and be given online access to the bank account and that Mrs S Payne the newly appointed Clerk being given online access to the bank account in order to upload payments for authorisation. PROPOSED by Cllr Ronson, SECONDED by Cllr Read and AGREED.

ACTION: Clerk

21.68 To Receive an Update on Astonbury Finances

Cllr Mason informed the committee that an up-to-date 2021 Astonbury income and expenditure report would be available for the October Council Meeting.

ACTION: Cllr Mason

21.69 To Agree to Treat K Workman Invoices as Payroll and Adhere to the payroll Authorisation Process and Timeline.

As there are two meetings a month at which invoices can be authorised it was agreed that there was not a requirement to treat these invoices in the same way as payroll as there would be little delay in payment once an invoice had been received.

MOTION: To approve the processing of K Workman invoices in the same way and timeline payroll payments. This motion was DECLINED.

The Clerk would inform K Workman of the timetable for the presentation of invoices to the relevant meetings for approval

ACTION: Clerk

21.70 To Approve the Purchase of a Computer Screen for the Clerk.

MOTION: To approve the quote of £120 to purchase an additional computer monitor for the Clerk’s laptop. PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED.

ACTION: Clerk

Resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public be excluded from the meeting for the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

21.71 Staffing

The current office-based staffing levels were discussed.

It was agreed that the temporary Assistant Clerk role would be fully office based to allow for office cover and minimize lone working.

ACTION: Clerk

21.72 Date of Next Meeting

Monday 11 October 2021 6.30pm.

The meeting closed at 7.35pm

Signed.....Date