

The minutes of the meeting of the **Finance and Staffing Committee** of the Parish Council on **Wednesday, 12th May 2021 at 6.30pm** at the **Parish Council Meeting Rooms**.

**Present**

Cllr Watton (Chairman)  
Cllr Ronson  
Cllr Tubb  
Cllr Wyatt

**In attendance**

E Barry, Clerk (recording)

Members of the public 0

**21.31 Apologies**

Cllr Watton noted and accepted Cllr Judge's resignation from the Committee and Cllr Duffield was no longer a Councillor so was not in attendance.

**21.32 Declaration of Interests:** For Councillors to declare any personal or prejudicial interests.  
There were none.

**21.33 Minutes of previous meetings**

These were approved and signed by the Committee Chairman.

**21.34 Public Participation**

There was none.

**21.35 Governance – Financial regulations**

A copy had been circulated to the Committee. The Clerk explained that the regulations had undergone a thorough review and update the previous year to include recommendations from the most recent Model Financial Regulations. Cllr Watton commented that the Auditor had been happy with the Council's internal controls and recommended no changes were necessary.

**MOTION:** to review and make recommendation to Parish Council that no changes were necessary, was PROPOSED by Cllr Tubb, SECONDED by Cllr Wyatt and AGREED.

**21.36 Financial Situation reports**

i. Income and Expenditure report and balance sheet to end March 2021 –

These had been circulated prior to the meeting. Cllr Watton reported the following:

- Balance sheet showed current asset and liabilities, and the breakdown of general reserves and Earmarked funds to include the Community Centre project and Public Works Loan.
- There was an amount of 1,247 under liabilities for the COVID Support Grant Fund

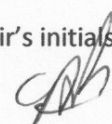
Cllr Tubb recommended returning the remaining funds to Buckinghamshire Council as they were no longer required by the COVID support group and the Committee AGREED.

It was noted that the Chairman of the Parish Council, and RFO would sign the Balance sheet at the May Parish Council meeting.

Cllr Ronson asked for clarification on the VAT control amount of £19,369. The Clerk/RFO explained that this represented the February and March VAT return claims submitted prior to year-end and monies received in April.

ii. Reconciliations

Cllr Watton had performed the reconciliations and confirmed that all was in order.



iii. Month-end reports and budget status

The month end reports and budget status to end April had been circulated prior to the meeting. The Clerk/RFO reported that the dilapidation charges for reimbursement by the Aston Clinton Football Club and Your café in the park would be accounted for under miscellaneous income and that money from the Football Club had been received that day.

Cllr Watton reported that Income from AWP had been received and an adjustment had been made at year end to account for them in the 2020/21 financial year. The Clerk/RFO confirmed that they had been coded to the football permit budget.

iv. Community Centre

- Reports and budget status

The Clerk/RFO had circulated the community centre budget report to the end of April. She reported that there had been little change since the report to the Parish Council on the 28<sup>th</sup> April. Any changes had been highlighted in orange. Current total spend out of a total budget of £2.152m was £2.071M. All S106 monies had been drawn down where monies were available and that the parish council were waiting on land south of Aylesbury Rd funds to come into Buckinghamshire Council, in order to draw down remaining outstanding invoices paid. These were in the region of £100K

- S106 update

There was a discussion with regards to the triggers for the S106 plot for Land south of Aylesbury Road. The Clerk had been in contact with the Buckinghamshire Council asking when they were expecting the 50% S106 pot as per the revised deed of variation and was waiting a response from their legal team. Cllr Wyatt had confirmed that work had started on the access road to the site.

- Review of invoices

The list of payments had been circulated with the following queries and recommendations:

- Recommended that the invoices for the Café share of cleaning costs is presented to Parish Council for decision. More time was needed to ensure the split is what had been agreed to. It was also AGREED that the Clerk would send the list of additional lease items signed off at Parish Council, to Your café in the Park ahead of the final drafting of the lease, for any comments.
- It was recommended that the lease is fully redrafted as there are too many changes, which cannot be dealt with by way of a side letter or addendum. Also, that the list was discussed with your café in the park prior to redrafting to ensure that both parties were in agreement.
- It had been agreed at Parish Council (PC) that the PC would pay 50% of the ground floor public toilet cleaning costs. The PC had not agreed that cleaning of the windows, inside and out should be the café's responsibility, however, Cllr Tubb pointed out that at a previous meeting with café, it had been suggested that this was split 50/50. These elements would be finally agreed with the signing off and agreement of the amended lease terms. It was agreed however, that the PC shouldn't pay the cleaning cost invoices from the café until this had been resolved.

It was AGREED that Cllr Tubb would send the points that were agreed at PC meeting to the café ahead of drafting the lease, for any comments.

- Café connection of gas – the parish council would pay for this and try to get reimbursement from Edgar Taylor.
- YCITP had queried the reimbursement of the cleaning costs for the temporary accommodation and the committee asked the clerk to go back to them explaining that ACPC have the contract with PO so we have to pay and we felt that YCITP had ample opportunity to provide alternative quotes.

v. Payments to be agreed

**MOTION:** To approve payment of invoices, PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED

Company	For	Amount £	Vat £	Total £	F&S Committee
Rialtas Business Solutions Ltd	Alpha Software annual support 1 user. Software support and maintenance agreement support and maintenance invoices need to be paid annually, for the forthcoming 12 month period.	£124.00	£24.80	£148.80	
Your Café in the Park invoice 1	Window cleaning for the outside of the building from Aston commercial cleaning	£175.00	£35.00	£210.00	Hold until terms agreed
Your Café in the Park invoice 2	Shared cleaning costs of toilets 12th-30th April 2021	£166.25	£33.25	£199.50	To be approved at Parish Council
Your Café in the Park invoice 3	Repairs required for gas works to kitchen from CCL mechanical services	£533.33	£106.67	£640.00	AGREED - PC would pay and request reimbursement from Edgar Taylor
Extinguish Fire protection invoice 1	Office works - 2ltr firex including signage for office, Emergency light bulkhead, Remedial works to install new failed lights as above, Install and commission extinguishers and carry out drain down of lights	£233.16	£46.63	£279.79	
Extinguish Fire protection invoice	Hall works - 2ltr firex including signage, Emergency bulkhead, fire exit sign, Emergency light service three hour drain down, Install of lights and extinguishers	£222.23	£44.45	£266.68	
Buckland Landscapes Ltd	Site maintenance for April 2021	£100.00	£20.00	£120.00	
Boyd Sport & Play Limited	Goods/ Services	£180.00	£0.00	£180.00	
Auditing Solutions Ltd	The provision of end of year internal audit service 2020-21, including preliminary & subsequent work at our offices	£445.00	£89.00	£534.00	
Frank Cooper and Son Limited	Grounds Maintenance contract - 1st payment of 12	£1,442.92	£288.58	£1,731.50	
Ardenoak Fire Limited	Supply and commissioning of fire extinguishers - new building	£945.72	£189.14	£1,134.86	
Npower	Electricity Invoice - March period - LGWK5ZH4	TBC	TBC	£899.68	Paid by the Clerk 30th April under delegated Authority.
<b>Centre Invoices - APPROVED by committee</b>					
<b>FYI:</b>					
Buckinghamshire Council	General Waste 1100 Rental for April 2021 16 at £2.10 and General Waste 1100 Empty for April 2021 12 at £9.15	£143.40	£0.00	£143.40	
BT bill	BT Broadband 1st February - 30th June 2021	£194.47	£38.89	£233.36	
Tanswell Technology	Office 365 monthly subscription for parishcouncil@ & parishcouncilassistant@, Bitdefender for 1 PC & Datto 365KP Monthly backup for 1 user	£29.00	£5.80	£34.80	

21.37 Update from the investment strategy working party

Cllr Watton reported that the working party had held it's first meeting and agreed that that an annual investment strategy should be drafted and Cllr Watton had volunteered to do this. One of the key points was a need to diversify the PC's bank accounts so that each one contains no more than 85k of funds. Also need to look at which banks produce the best return on investment. The working party had discussed the potential of using the flagstone platform. The working party planned to meet again before the next Committee meeting with further updates and recommendations.

21.38 Year end Internal Audit report – review and recommendation

The Clerk reported that there had been no further recommendations since the interim audit with the exception of looking at the new Tennis hut buildings and whether they are to be added to the asset register or not.

Cllr Watton suggested going back to the minutes as she believes that it was agreed that it would be an asset of the Parish Council. Cllr Tubb explained that if it is to be a PC asset then the PC would have responsibility for insurance health and safety etc.

It was AGREED that further investigation of this was required.

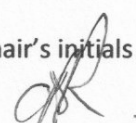
**MOTION:** to review and make recommendation to Parish Council, to review the tennis club hut as an asset of the parish council for financial purposes, was PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

21.39 AUDIT & Annual Governance and Accountability Return (AGAR)

i. Submission deadline for AGAR and supporting documents

The Clerk read out the following deadlines:

FSMIN20210512





30 June 2021 – the date by which smaller authorities must approve Sections 1 and 2 of the 2020/21 AGAR.  
30 September 2021 – the statutory deadline for publishing the approved Sections 1 and 2 of the 2020/21 AGAR and, for authorities not claiming exemption, Section 3 (the external auditor's certificate).  
deadline for submitting the AGAR and supporting documents to the External Auditor is Friday 2 July 2021

ii. Process for signing and submission of AGAR

The Clerk recommended given the above that sign off is to be carried out at the June parish council meeting on the 16<sup>th</sup> and be presented to Finance and Staffing committee first, at the June meeting.

**MOTION:** to make recommendation to Parish Council for the signing and submission of the AGAR to sign off at the 16<sup>th</sup> June parish council meeting and to be presented in draft to F&S in June meeting, PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED

iii. Exercise of public rights

The clerk recommended given the above. The 30 day period would commence on Monday 21<sup>st</sup> June and run to Friday 30<sup>th</sup> July to include the statutory 30 day period, (to exclude weekends and bank holidays). The date of publication to be at least 1 day beforehand.

**MOTION:** to make recommendation to Parish Council for the setting of the period for the exercise of public rights, PROPOSED by Cllr Wyatt, SECONDED by Cllr Tubb and AGREED

21.40 Staffing Sub Committee – update

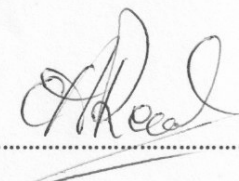
Cllr Tubb provided the following update from the sub-committee:

- An agreement was made on the rate and method of watering the plants for Ken Workman.
- An item was Proposed for a Motion to go to the PC on Councillor and Staff engagement
- Also discussed – as numbers of staff had increased, there was a need to add relevant employment policies to include grievance and disciplinary
- The Clerk had reported the following on her workload: beginning to catch up on the back log of work now that a temporary assistant was in place and had bedded in. She said however, that she thought it important to continue to monitor the clerk and staff work loads, to ensure that the Parish Council was appropriately resourced and to safeguard the health of the staff. The group agreed that the Parish Council should hold off on any new projects with the exception of Park View resurfacing and the fountain project and completion of the community centre of course.
- It was Agreed that the new temporary assistant clerk was doing a great job

21.41 Date of next meeting

The clerk recommended Monday 14<sup>th</sup> June as she would be on annual leave the previous week with a paired down meeting to include the draft AGAR and for financial reporting and payments for approving to be deferred to the Parish council meeting to provide time to complete month end. – all in agreement.

Signed.....



Date .....

19<sup>th</sup> July 21

