

**The Minutes of the meeting of the Finance and Staffing Committee on  
Tuesday 11th August 2020 at 6.30pm in the Parish Council Virtual Meeting Room.**

**Present**

Cllr Duffield - Chairman  
Cllr Wyatt  
Cllr Ronson  
Cllr Judge  
Cllr Watton  
Cllr Tubb

**In attendance**

Clerk E Barry (recording)

Members of the public 0

**20.75 Apologies**

There were none.

**20.76 Declarations of Interest**

There were no declarations of interest.

**20.77 Minutes**

- To approve the minutes of the last meeting – PROPOSED by Cllr Judge, SECONDED by Cllr Wyatt, AGREED and signed by the Chairman.

**20.78 Public Participation**

There was no public participation

**20.79 Financial Situation Reports**

**i. Reconciliations**

– Cllr Duffield checked and signed off on the reconciliations prior to the meeting and reported all was fine.

**ii. Month-end reports and budget status July 2020 –**

Month end reports were circulated prior to the meeting. The Clerk commented that due to the high levels of S106 expenditure to include the tennis club payment for the new buildings, it would be prudent to move funds from the tracker to the current account to ensure ease of cash flow, particularly as the S106 representative was currently on holiday. – All agreed that a MOTION should be presented to Parish Council to move funds to the tracker account.

**iii. Community Centre**

- Reports and budget status – The clerk had circulated the Community Centre financial report with the following:

**Expenditure**

Total Spend to date

AGREED Expend budget

Current Expend Forecast budget

**Income**

Original income budget (plus Landscaping)

Current Income Forecast budget (certain) (and with Pending)

Difference between income forecast certain - projected spend

Difference between income forecast (certain + pending) - projected spend

The Clerk reported that she would chase the deed of variation for Stratford Close and ask for an update from the Land south of Aylesbury Road. The report would be updated and reviewed by F&S monthly.

- review of invoices – There were a number of invoices for the Community Centre project. The Clerk explained that they were pending check and sign off by herself, the Chair and the Vice Chair before presenting to Parish Council for approval. They did not include the July Contractor invoice as it had not been received yet.

**MOTION:** to recommend the payment of Community Centre Invoices to Parish Council

**AMENDED MOTION:** to recommend the payment of Community Centre Invoices to Parish Council subject to check and sign off by the relevant delegated authorities, PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED.

**iv. Payments to be agreed**

– the following report had been circulated prior to the meeting. The report highlighted the fact that the two British Gas invoices had been paid in advance of the meeting in order to expedite delivery of the meters and to save any project delays. Also, deposit amounts of £1,423.00 and £2,488.00 had been paid on 19th June 2020 against the green retreat huts and with the balancing payments now due in the amounts of £12,280 and £22,244.

Date	Company	For	Amount £	Vat £	Total £
05/08/2020	E. Sharp Ltd	16 Bishops Field - white lamp, fuse and labour costs	£113.00	£22.60	£135.60
05/08/2020	Buckland Landscape Limited	Site maintenance July 2020 - Cricket pitch	£100.00	£20.00	£120.00
31/07/2020	Sign Wizzard	Covid 19 Play area signs & BBQ signs	£138.66	£27.73	£166.39
31/07/2020	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.	£5,682.30	£1,136.46	£6,818.76
31/07/2020	Frank Cooper and Sons	4th Payment of 12 - To undertake grass cutting and wild flower area all in accordance with the grounds maintenance services specification as quoted 30/10/19	£1,442.92	£288.58	£1,731.50
24/07/2020	E. Sharp Ltd	6 Long Plough, fitted LED replacement light as quoted	£375.00	£75.00	£450.00
14/07/2020	N-power	Charged from period 01st June 2020 - 30th June 2020	£724.49	£144.89	£869.38
<b>Community Centre Invoices - APPROVED by committee</b>					
10/08/2020	British Gas	Install Meter U16 LP Gas	£149.00	£29.80	£178.80
10/08/2020	British Gas	For - supply and installation of new electricity meter	£99.00	£19.80	£118.80
31/07/2020	CBG Consultants	Aston Clinton New Village Hall	£630.20	£126.04	£756.24
31/07/2020	Dawn Lodge Associates	Invoice for works in connection with the post contract stage to the end of July 2020. Gone from 65% in May-June invoice now to <b>80%</b> , and <b>two additional site visits at £54.00 per visit.</b>	£2,318.25	£463.65	£2,781.90
28/07/2020	Hayward Smart Architects	Aston Clinton Community Centre - contract admin including chairing site meeting for month of <b>July</b> 2020	£2,700.00	£540.00	£3,240.00
<b>Direct Debits FYI:</b>					
03/08/2020	Buckinghamshire Council	General Waste empty x15 at £9.15, and rental 16 at £2.10, and refill 6 at £11.45 for July 2020	£239.55	£0.00	£239.55
<b>Tennis Club S106 project :</b>					
21/07/2020	The Green retreats Group	Purchase of timber clad building inspiration 2.5 x 3.0	£11,419.17	£2,283.83	£13,703.00
21/07/2020	The Green retreats Group	Purchase of timber clad building inspiration 10 x 3.0	£20,610.00	£4,122.00	£24,732.00
20/07/2020	Sandy's Plumbing Ltd	Carry out works as per quote to prepare the hardstanding for the new building. To fit new gully and ducting for the electrics	£4,150.00	£830.00	£4,980.00

**MOTION:** to approve payment of invoices PROPOSED by Cllr Watton, SECONDED by Cllr Ronson and AGREED.

## 20.80 Risk and Asset Registers – Review and recommendation

The Clerk had circulated the Risk register with a suggestion to delete the wording *Put pressure on AVDC planning to obtain PP* as planning permission had been obtained. Also, to review areas particularly relating to the Community Centre S106 delayed funds and deed of variation timescales. The Committee also discussed the addition of risk and mitigation with regard to COVID-19 and park facilities. Cllr Tubb stated that she would redraft to include these items in time for review by the Committee at the next meeting.

It was noted that the Clerk had updated the Asset register, to include the addition of the newly purchased powered Cart for the Park in the amount of £2,209.90

## 20.81 Staffing matters

There were no matters to discuss.

## 20.82 Date of next meeting

Wednesday 9<sup>th</sup> September 2020 – 6.30pm.

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