

**The Minutes of the meeting of the Finance and Staffing Committee on
Tuesday 14th July 2020 at 6.30pm in the Parish Council Virtual Meeting Room.**

Present

Cllr Duffield
Cllr Wyatt
Cllr Ronson
Cllr Judge
Cllr Watton
Cllr Tubb

In attendance

Clerk E Barry and R Bennett (recording)

20.64 Apologies

There were none.

20.65 Declarations of Interest

There were none.

20.66 Election of Committee Chairman and Vice Chairman (deferred from previous meeting)

MOTION: To agree a chairman for the coming year Cllr Wyatt PROPOSED Cllr Duffield which was SECONDED by Cllr Tubb and AGREED.

MOTION: To agree a vice chairman for the coming year Cllr Ronson PROPOSED Cllr Watton which was SECONDED by Cllr Tubb and AGREED.

20.67 Minutes –

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

20.68 Public Participation

There were none.

20.69 Financial Situation Reports

i. Reconciliations

–had been completed prior to the meeting by Cllr Duffield.

ii. Month-end reports and budget status June 2020

the report had been circulated prior to the meeting. All areas were on track.

There had been additional spend under Ground Maintenance for ad-hoc footpath repairs but it had included football pitch and footpath maintenance. The Clerk explained that she had created the following nominal code for other S106 project spend and this is where the tennis club payment had been allocated - 4305 S106 Expenditure

iii. Community Centre

Reports and budget status – the reports had been circulated prior to the meeting with the latest variation on the main contract being showing a £15k overspend equating to a 0.8% increase on contract budget. The report also provided three scenarios of S106 funds potentially available for the project, which included the build on the land south of Aylesbury Road.

Delegated authority on extra costs were still in place and it was suggested that there may be other areas of spend that could be reduced.

The committee discussed their concerns about the rise in spend and it was highlighted that a site meeting was taking place on Friday 17 July where this would be discussed and reassurances would be sought. The issue would also need to be discussed by the Parish Council if costs continued to rise. The Clerk agreed that a review of all budget areas would be carried out in order to get a clear overview and that she would add a budget discussion to the next Facilities meeting to review their budgets.

review of invoices – a breakdown of invoices to be paid was circulated prior to the meeting, including three to be paid for the community centre.

MOTION: to recommend the payment of Community Centre Invoices to Parish Council PROPOSED by Cllr Judge, SECONDED by Cllr Tubb and AGREED.

iv. Your café in the park turnover balancing payment

– breakdown spreadsheet was circulated prior to the meeting which outlined the treatment of VAT when processing invoices and the impact of that on the final amount. It was agreed that due to the current climate, the process would remain unchanged and could be reviewed once the community centre opened.

MOTION: To approve Your café in the park balancing turnover calculations to Aug 2020 PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

v. Payments to be agreed

– the Clerk highlighted the payment for the motorised trailer would be paid prior to goods being received due to a 4 week lead time and a 30 day payment term.

<u>Invoices from June 15th - July 14th</u>					
Date	Company	For	Amount £	Vat £	Total £
13/07/2020	Aylesbury Town Council	Re-charge for the additional devolved services 20/21 reference the VAHT areas within Aston Clinton Parish Council	£2,000.00	£400.00	£2,400.00
01/07/2020	Buckland Landscapes	Site maintenance for June 2020 - cricket club	£100.00	£20.00	£120.00
30/06/2020	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
29/06/2020	Frank Cooper and Sons Limited	Payment 3 of 12 - Grass cutting & Wild Flower area in accordance with grounds maintenance services specification.	£1,442.92	£288.58	£1,731.50
29/06/2020	Handle-it Ltd	500kg UDL power trolley with 4 mesh removable slides, Base, Filled with 2 swivel castors and 2 drive	£2,209.90	£441.98	£2,651.88
18/06/2020	R.B Tree Care	Pollarding of Ash Tree on Park boundary	£1,300.00	£0.00	£1,300.00
12/06/2020	Npower	Electricity Invoice from period 01MAY20 - 31MAY20	£748.63	£149.72	£898.35
<u>Community Centre Invoices - APPROVED by committee</u>					
13/07/2020	Edgar Taylor	Contractor payment New Community Centre	£ 155,103.29	£ 31,020.66	£ 186,123.95
30/06/2020	CBG Consultants	M&E Consultant fees	£630.20	£126.04	£756.24
30/06/2020	Hayward Smart Architect	Contract administration including chairing site meeting for month of June 2020	£2,700.00	£540.00	£3,240.00
<u>Direct Debits FYI:</u>					
02/07/2020	Buckinghamshire Council Waste	General Waste 1100 empty for June x 14, & General Waste 1100 rental for June x16	£161.70	£ -	£161.70
30/06/2020	BAS Associates Ltd	Monthly payroll for the period July - September 20	£144.00	£28.80	£172.80

MOTION: to approve payment of invoices PROPOSED by Cllr Ronson, SECONDED by

Cllr Judge and AGREED.

20.70 Draft AUDIT & Annual Governance and Accountability Return (AGAR)

The Internal Auditors report had been circulated prior to the meeting. The Chairman referred to the Annual Governance Statement and took each control statement in turn to obtain agreement from all members of the committee. It was noted that the same process would be followed at the Parish Council meeting on 15 July with the Chairman and Clerk then signing.

No	Control	Agreement (Yes/No)
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7	We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes

MOTION: To review the Statement of Accounts for 2019-2020 and make recommendation to Parish Council for the completion of the Annual Governance Statements PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

20.71 Temporary Funding gap for Community Centre

i. Draft Public Works Loan application

Cllr Tubb referred to the draft application which had been circulated to members of the committee prior to the meeting. This information would also be shared with all members of the Parish Council for a decision to move forward being taken at the next meeting on 15 July 2020. It was highlighted that the following information would need to be provided with the application:

- Minutes of the meeting where it was agreed to seek Secretary of State approval.
- Budget for current year.
- Provision made to meet loan costs.
- Business case.
- Steps and options in place if unable to afford the funding.
- Proof it is funded and will be repaid.

It was highlighted that as the loan would not result in the increase of the precept there was no need for a public consultation, but residents did need to be made aware of the borrowing. The intent to apply for a loan had already been in the public domain through the various public meetings and published minutes, and notice would be added to the website explaining the requirement. The Clerk confirmed that the money would come from general reserves until the S106 had been released. The council had 12 months to draw down from the loan and this could be done in increments. The committee discussed the pros and cons of whether to take the loan over 10 or 15 years and it was agreed that they would recommend to the Parish Council to take out a 10 year loan, as this would allow the loan to be paid off quicker, resulting in less interest being charged. It was anticipated that the loan would be repaid early as soon as the S106 money was received and although this would incur some penalty clauses, this could be recouped through discounted interest charges.

MOTION: To make recommendation to parish council as above PROPOSED by Cllr Watton, SECONDED by Cllr Ronson and AGREED.

ii. Public consultation

It was agreed that residents would be made aware of the borrowing via the Parish Council website.

MOTION: To make recommendation to parish council PROPOSED by Cllr Ronson, SECONDED by Cllr Watton and AGREED.

20.72 Insurance – update on COVID-19 claim

Cllr Tubb updated the committee on the Covid-19 insurance claim and that due to the wording within the policy it would be unlikely that a payment would be made. It was noted that a test case was being taken to the High Court at the end of July which would decide whether insurance companies need to pay out in relation to Covid-19 claims. It was felt it would be unlikely that the case would be successful as it would result in the financial failure of a high number of companies.

20.73 Staffing matters

The Clerk updated that the administrator had increased her working hours by 5 until the end of September and it had now been requested this would continue on a permanent basis. The Clerk noted that this would still be within budget.

- i. **MOTION: To approve permanent increase in the administrator's weekly hours from 10 to 15 hours PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.**

20.74 Date of next meeting

Tuesday 11 August 2020 – 6.30pm.

Signed.....Date