



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting  
held at 3.30pm on **19 December 2022** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr C Read (Chair), Cllr D McCall & Cllr L Ronson

**IN ATTENDANCE:** Mrs S Payne (Clerk/RFO)

**FS22.24 Questions and Comments from the Public.** No members of the public present.

**FS22.25 To Receive Apologies for Non-Attendance.** Apologies received from Cllr M Mason and Cllr P Wyatt.

**FS22.26 To Receive Declarations of Interest or Requests for Dispensation.** None declared.

**FS22.27 To Approve the Minutes of the meeting held on 6<sup>th</sup> September 2022**

The minutes of the meeting held on 6<sup>th</sup> September 2022 were approved as a true and accurate record and were signed by the Chair.

**FS22.28 To Review Current Expenditure vs Budget at 30<sup>th</sup> November 2022 & Consider the Need for Virement**

The committee reviewed the income and expenditure, balance sheet and earmarked reserves at 30<sup>th</sup> November 2022.

It was resolved that (a) £1850 be vired from 4180 (Election/APM/Public Meetings) to 4130 (IT Support & Software Subs) which is overbudget due to installation of Rialtas Omega software; and (b) £800 be vired from 4170 (Training); £750 to 4110 (Office Supplies) and £50 to 4130 (IT Support & Software Subs).

**ACTION:** Clerk

**FS22.29 To Consider the Draft 2023/2024 Budget**

The figures for the draft 2023/2024 budget were discussed. A precept request of £314,134 would be recommended to Council which represents a 11.44% increase.

**FS22.30 To Consider Payments for Approval**

In the absence of a Council meeting during December the committee considered and approved the list of payments totaling £9,432.27. These payments would be ratified at the January 2023 Council meeting.

**ACTION:** Clerk

**FS22.31 To Consider Opening a Business Saver Account with The Nationwide Building Society**  
It was resolved to open a Nationwide Building Society Business Saver Account with £85,000 from Council's Barclays Account.

**ACTION:** Clerk

**FS22.32 To Note the Appointment of PKF Littlejohn LLP as the External Auditor for the 2022/23 to 2026/27 period.**

The appointment of PKF Littlejohn as the external auditor for the period 2022/23 to 2026/27 was noted.

**FS22.33 To Note that the Interim Audit will take place on 14<sup>th</sup> February 2023**

It was noted that the interim internal audit would take place on 14<sup>th</sup> February 2023.

**FS22.34 To Consider Increasing the Clerk/RFO's Hours Per Week**

The committee considered a report detailing the Clerk/RFO's hours worked over the first 44 weeks of 2022. The average hours worked per week during this period was 37.

It was resolved that the Clerk/RFO post be a full-time role of 37 hours per week commencing 1<sup>st</sup> January 2023.

**ACTION:** Clerk

**FS22.35 To Note Staff Annual Leave and Consider Office Cover Arrangements During the Christmas Season**

It was noted that the office would be closed to the public during the last two weeks of December. The Assistant Clerk would be in the office during this period. Cllr Read agreed to take emergency calls during this period.

The meeting closed at 5.00pm

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

DRAFT