



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting
held at 6.30pm on **6th September 2022** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

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

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

FS22.09 Questions and Comments from the Public. No members of the public present.

FS22.10 To Receive Apologies for Non-Attendance. None received.

FS22.11 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS22.12 To Approve the Minutes of the meeting held on 23rd June 2022

The minutes of the meeting held on 23rd June 2022 were approved as a true and accurate record and were signed by the Chair.

FS22.13 To Consider for Approval the Draft Reserves Policy

It was resolved that the draft Reserves Policy be recommended to Council for adoption.

ACTION: Clerk

FS22.14 To Note the Completion of the 2021/2022 Annual Governance & Accountability Return and the External Auditor Report & Certificate

The completion of the 2021/22 AGAR and the external auditor report were noted.

FS22.15 To Consider the Option to Opt-out of the SAAA Central External Auditor Appointment Arrangements

It was resolved not to opt-out of the SAAA Central external auditor appointment Arrangements.

FS22.16 To Review current Expenditure vs Budget at 31st August 2022 and Consider the Need for Virement

The committee reviewed the income and expenditure and balance sheet at 31st August 2022. It was agreed that:

- (a) London Bridge expenditure be moved from 4110 (stationery) to 4190 (admin contingency).
- (b). the budget for 4363 (devolved services) be changed from £2000 to £7000 now the payment from Bucks Council was paid directly to Council rather than the contractor.

FS22.17 To Note NALC's Briefing Analysis of Council Tax Levels of Local Precepting Authorities 2022/2023. The committee noted the content of the briefing paper.

FS22.18 To Consider the Insurance Pre-Renewal Questionnaire

The committee considered the questionnaire, it was agreed that clarity on definitions be sought and quotes obtained.

ACTION: Clerk

FS22.19 To Consider Quotes for Payroll Administration

The committee considered a report from the Clerk regarding a proposal to change payroll administrators. It was noted that during the past year there had been four payroll errors made by the current payroll administration contractors. It was noted that rectifying these errors took up a considerable amount of the Clerk's time.

It was resolved that DCK Payroll Solutions' quote of £35 set up fee and £30 monthly fee be accepted.

ACTION: Clerk

FS22.20 To Consider for Adoption the Draft Training & Development Policy
It was resolved that the draft Training & Development Policy be recommended to Council for adoption. **ACTION: Clerk**

FS22.21 To Note the Re-Declaration of Compliance with The Pensions Regulator
The committee noted the re-declaration of compliance with The Pensions Regulator.

FS22.22 To Note the Completion of the Assistant Clerk's Probationary Period on 6th October 2022. The completion of the Assistant Clerk's probationary period on 6th October was noted and agreed that it had been successfully completed.

FS22.23 To Consider Office Cover Arrangements During Annual Leave Periods
There was discussion on the hours the office should be open to the public. The Clerk reported that the office was staffed five days a week and open to the public for at least 4 hours each day. It was agreed that the Clerk would consider the need for the office to remain open five days a week when annual leave requests were made.
ACTION: Clerk

The meeting closed at 8.10pm

Signed.....Date