

ASTON CLINTON PARISH COUNCIL
ASTON CLINTON PARISH MEETING ROOM, LONDON ROAD,
ASTON CLINTON.

 **01296 631269**

 **parishcouncil@astonclinton.org**

You are hereby summoned to attend a Meeting of the Finance and Staffing Committee on
Wednesday 27th May 2015 at 7.15pm in the Parish Council Meeting Room.

AGENDA

15.025 Election of Chair and Vice Chair

Including handover/discussion from previous Chairman

15.026 Apologies

15.027 Minutes

To approve the minutes of the last meeting

15.028 Declarations of Interests

For members to declare any personal or pecuniary interests in items on the agenda

15.029 Public Participation

For members of the public to ask questions, raise any issues on items included on the agenda. Items not included on the agenda requiring decisions will be included on the next agenda. Please note the Public Participation should be for a period of no longer than 15 minutes with each person not speaking for more than 3 minutes. This section of the meeting is not required by law to be minuted.

15.030 Financial Situation Reports

- i. Year-End Report on 2014 -2015 Financial Year
- ii. Month-End Report May 2015
- iii. Status of Individual Budgets
- iv. Payments to be Agreed

15.031 Regulatory Matters

- i. Review of direct debits
- ii. Review of budget sub-heads
- iii. Review of bank mandate requirements

Motion: For the Committee to agree the details of the new mandate

- iv. Review of petty cash processes
- v. Review of contingency planning
- vi. Review of clerk's emergency cash limit
- vii. Insurance, Land and Assets - to discuss a course of action for updating the Asset Register
- viii. Monthly Controls –

- To discuss Councillors' requirements for monthly financial reporting by the Clerk
- To discuss the controls set out within Financial Regulations that the Council must conform to

15.032 Audit and Annual Return

To discuss the process for the completion of the internal audit and the submission of the Annual Return

Motion: For the Committee to agree the process for gaining approval and submitting the Annual Return

15.033 **Bank Situation – Clerk to Report**

15.034 **Staffing Sub-Committee**

- i. Appointments to Staffing Sub-committee
- ii. Staffing Matters - **Recruitment of Assistant Clerk** - To discuss the resource requirements of the Parish Office

Motion: For the Committee to agree to prepare a case for the engagement of additional resources in the Parish Office

15.035 **Income Generation**

To discuss the various funding and income generating opportunities that have become apparent in recent weeks

Motion: For the Committee to agree the representation at the Local Area Forum meeting on 18 June

15.036 **Planning**

To discuss the benefits of forward planning and investment by the Council

15.037 **Any Other Business**

15.038 **Date and time of next meeting**

Gillian Merry

Parish Clerk

Date of Issue: 20/05/15

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND ALL MEETINGS