

**Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on 30th September 2015 at 7.30pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

S Beaumont (Chairman)

P Hughes

A Mooney

M Osborn

Clerk: G Merry

No Members of the public

15.060 Apologies:

There were no apologies

15.061 To Approve the Minutes of the last Meeting held on 29th July 2015

The minutes were agreed and signed.

15.062 Declarations of Interest:

There were no declarations of interest

15.063 Public Participation

There were no items

15.064 Financial Situation Reports

- i The Clerk presented the month-end accounts. Receipts for September amounted to £80,007.80 as the second instalment of the precept had been received. Cllr Hughes enquired the level of the precept and the Clerk responded in the region of £140,000. Payments for the month stood at £7541.03 with a further £9112.91 in o/s invoices to be agreed.
- ii Status of individual budgets: It was agreed to ask the auditor back to help with forecasting and recording to year-end, with particular regard to o/s payments at year-end. Cllr Mooney also asked for an extra column on the end of the presented spreadsheet to show o/s invoices on each account. Cllr Beaumont agreed to meet the Clerk to produce a spreadsheet to show balances remaining against budgets set.
- iii Payments to be agreed: The Clerk requested authorisation to pay 3 invoices ahead of the P.C. meeting. This and the list of payments was AGREED, PROPOSED by Cllr Mooney, SECONDED by Cllr Hughes.

15.065 Sources of Income

- i Grantscape: Cllr Beaumont had submitted the application for the defibrillator jointly with the school but there would be a 2-month wait to hear the outcome. It had been decided to order from Community Heartbeat who offer a package including running costs and insurance. Cllr Beaumont expressed concern that if the funding application is unsuccessful, it would be important to fund this from Parish Council funds. It was agreed to put this as a motion on the P.C. agenda. It was discussed that a second defibrillator was desirable, to be placed in the Park and the Clerk agreed to also put this as a motion on the P.C. agenda.
- ii S106/CIL: The Clerk had submitted the Stablebridge S106 application for the package of park improvements and verbal responses had been favourable.

- iii LAF: The application for funding for CCTV had been successful and the Clerk was arranging the order.
- iv Other Income: The second instalment of the precept had been received. Rent from the Pavilion was due to start in October and the NHB application for the new community centre had been submitted on time for the deadline. 2 more VAT claims were due before the end of the financial year.

15.066 Precept Planning

The Clerk talked through the process that had been used last year to calculate the precept. She intended to present preliminary figures to the October F&S meeting with a view to the committee making a first pass at the precept in November. Cllr Mooney warned that the grounds maintenance contract had been under-estimated this year and would need to be increased.

15.067 Staffing Sub-committee

- i. Cllr Mooney had discovered that holiday entitlement had been incorrectly stated in staff contracts and needed to be increased in line with statutory levels. He advised the figures and would advise the Clerk of the revisions needed to the contracts.
- ii. Equality and Diversity policy: The Clerk presented 2 examples and discussed the need to include a clause that encompassed having dependents. It was agreed that the policy should cover all stake holders including staff, members and the public. Cllr Osborn advised including a clause re. Flexible working. It was agreed to recommend the example provided by Cllr Tubb, to the full P.C, with amendments as above.
- iii. Expenses Policy: The Clerk explained that ACPC does not currently have an expenses policy but had voted not to have a Chairman’s allowance. Cllr Hughes mentioned that allowances are commonly paid by other Parish Council’s and that this had in many cases overcome the issue of expenses claims being abused. It was agreed to consider this in the future. The Clerk presented a draft expenses policy which would allow for reimbursement of expenses to attend meetings and therefore allow for members to be attracted from a variety of circumstances. It was agreed to recommend this policy to the full P.C. Anything over and above this would need to be agreed in advance and payments would still need to be presented for approval in the usual way.

15.068 Date of next meeting

This will be on Wednesday 28th October 2015 at 7.00pm

The meeting closed at 9.10pm

Signed Date