

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -  
held on 2<sup>nd</sup> March 2016 at 6.30pm  
at Aston Clinton Parish Meeting Room

**Present:**

Councillors: -

S Beaumont (Chairman)

A Mooney

P Hughes

Clerk: G Merry

No Members of the public

**16.014 Apologies:**

Apologies were received and accepted from Cllr Osborn

**16.015 To Approve the Minutes of the last Meeting held on 27th January 2016**

The minutes were agreed and signed.

**16.016 Declarations of Interest:**

There were no declarations of interest

**16.017 Public Participation**

There were no items

**16.018 Financial Situation Reports**

- i. Month-end report Feb 2016: The Clerk presented the month-end accounts. Receipts for February came to £132,826.91 which included £126,834 in S106 money. Payments for the month were £182,863.09 which included £153,640.80 in S106 payments for park projects.
- ii. Status of individual budgets: The Clerk presented the budgeting spreadsheet (**Appended**) and reported the projected year-end surplus would be in the region of £36,233 which was less than predicted last month. This was due to S106 money coming in less VAT but invoices for S106 work having to be paid with VAT and the VAT could not be reclaimed until April when the next claim was due. This VAT claim would be in the region of £17,000 but in the meantime the PC has to withstand the difference.
- iii. Payments to be agreed: The list of payments was presented as follows and **AGREED**.

**Outstanding Invoices - end of February 2016 - as at 29/02/16**

<b><u>Date</u></b>	<b><u>Company</u></b>	<b><u>For</u></b>	<b><u>Amount</u></b>	<b><u>VAT</u></b>	<b><u>Total</u></b>
02/11/2	Buckland	Site Maintenance - Oct - invoice	£	£	£
015	Landscapes	only now received	522.50	104.50	627.00
11/01/2	Buckland	Site Maintenance - Dec - invoice	£	£	£
016	Landscapes	only now received	522.50	104.50	627.00
01/02/2	E Sharp		£	£	£
016	Electrical	5 x lamp replacements	392.59	78.53	471.12
03/02/2	Buckland		£	£	£
016	Landscapes	Site Maintenance - Jan	522.50	104.50	627.00
04/02/2	Buckland	Clear Fallen Trees - Green End	£	£	£
016	Landscapes	Street	110.00	22.00	132.00
06/02/2	Shaping	NHP Consultancy	£	£	£

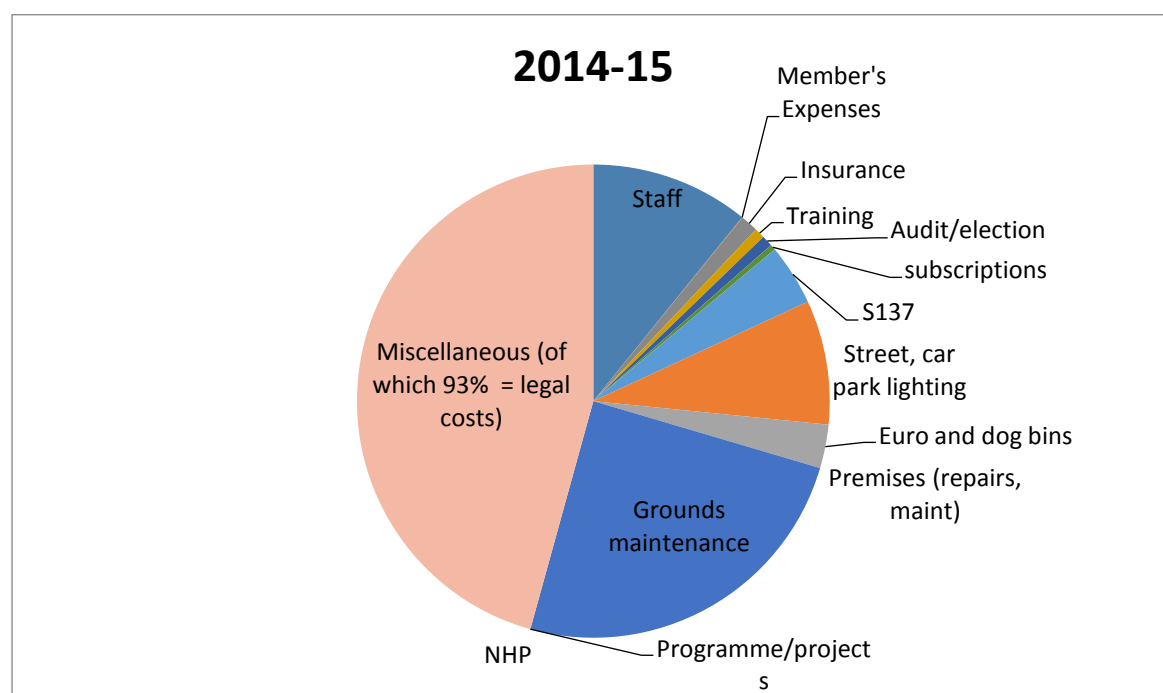
016	Communities		857.80	-	857.80
08/02/2			£	£	£
016	Viking	Office Supplies	39.78	7.96	47.74
10/02/2			£	£	£
016	Sign Wizzard	MUGA Sign	70.08	14.02	84.10
21/02/2			£	£	£
016	H A Phipps	Knee Rail - overspill car park	750.00	-	750.00
24/02/2	Smith of		£	£	£
016	Derby	Bi-annual service - village clock	266.00	53.20	319.20
24/02/2			£	£	£
016	Came and Co	Insurance - War Memorial	121.38	-	121.38
24/02/2	E Sharp		£	£	£
015	Electrical	4 x lamp replacements	310.33	62.06	372.39
26/02/2	E Sharp		£	£	£
016	Electrical	1 x lamp replacements	84.81	16.96	101.77
29/02/2			£	£	£
016	E McGoldrick	Bins, litter pick, public toilet clean	175.00	-	175.00
			£	£	£
<b>Totals</b>			<b>4,745.27</b>	<b>568.23</b>	<b>5,313.50</b>

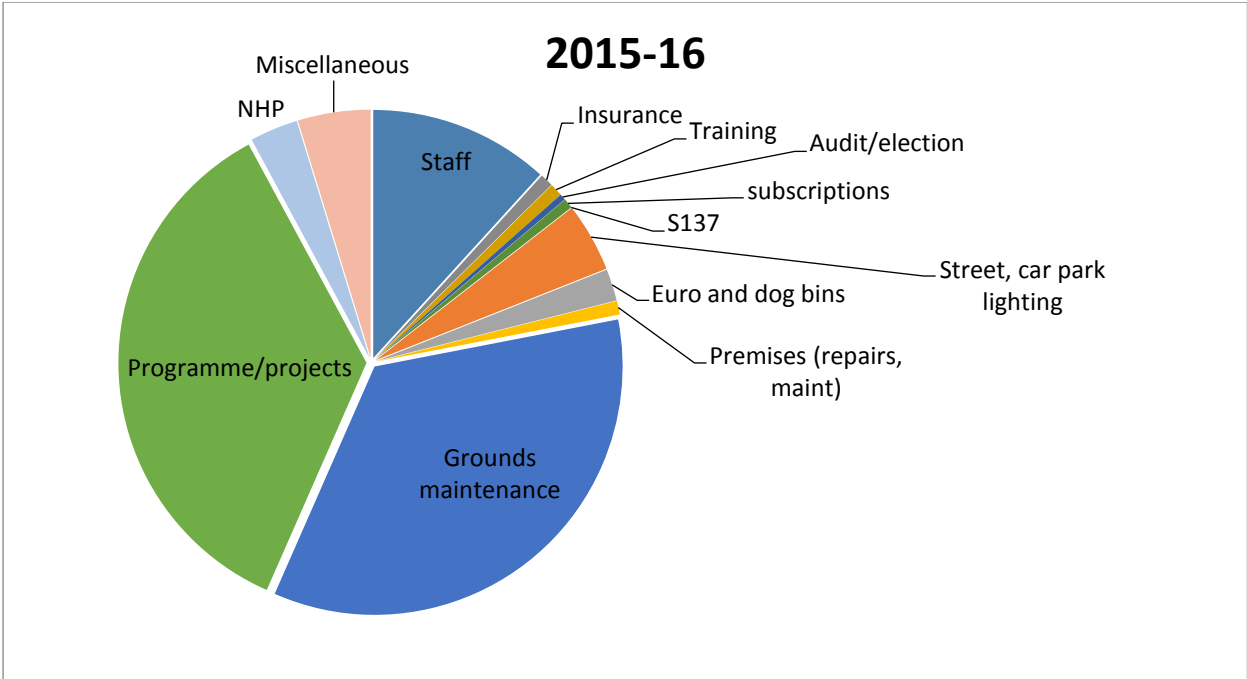
It was questioned why there were long outstanding invoices to Buckland Landscapes and the clerk reported that they had not been sent before now and that she only pays the invoices she receives. She also agreed to double-check what the monthly account with Buckland will be for the new financial year.

#### 16.019 Audit and Year-End Arrangements

The clerk explained the arrangements for the internal and external audit and that the auditor would be coming on May 10<sup>th</sup>. She also stated that the council tax bills would be going out this month and presented the following charts: -

#### ASTON CLINTON PARISH COUNCIL BREAKDOWN OF EXPENDITURE COMPARISON: -





**16.020 Date of next meeting**

This will be held on Wednesday 30th March 2016 at 7pm

The meeting closed at 7.20pm

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

**APPENDIX – BUDGETS 2015-16**

**ACPC BUDGET PROJECTION - to 29th February 2016**

	<u>Actual Spend</u> <u>2014-'15</u>	<u>Budget for</u> <u>2015-'16</u>	<u>Actual Spend</u> <u>to Date</u>	<u>Commit</u> <u>ments</u>	<u>O/S</u> <u>Invoices</u> <u>or</u> <u>to be</u> <u>invoiced</u>
			£	£	£
Staff	£14,149.00	£29,285.00	20,190.90	2,448.00	
Subscriptions	£493.00	£725.00	1,250.82		
Training	£919.00	£1,400.00	1,406.72	198.00	
Audit	£990.00	£1,000.00	775.00		
Insurance	£1,588.00	£1,600.00	1,532.81		£121.00
Office	£6,759.00	£3,250.00	2,043.48	150.00	£48.00
Miscellaneous	£59,740.00	£9,517.00	8,819.02		£319.00
Technology	£806.00	£871.00	500.53		
Grounds Maintenance - Running	£10,241.00	£17,197.00	18,351.83	5,352.00	5,014.00
Grounds Maintenance - Planned	£10,667.00	£16,000.00	93,357.31	100.00	834.00
Grounds Maintenance - Unplanned	£11,401.00	£3,000.00	1,295.51		
Sport & Rec Running	£1,648.00	£2,007.00	1,900.48		
Sport & Rec Planned	£880.00	£3,000.00	161,973.00		
Sports & Rec Unplanned	£0.00	£5,000.00	63.89		
Community Centre Maintenance	£1,684.00	£9,505.00	4,306.93		
Community Centre Repairs	£785.00	£1,300.00	330.00	2,000.00	
Premises Maintenance	£0.00	£2,850.00	545.08		£60.00
Premises Running	£0.00	£4,701.00	1,113.43		
Recruitment	£529.00	£300.00	236.98		
Neighbourhood Plan	£0.00	£6,600.00	4,682.34	500.00	£858.00
Grounds Maintenance - Programme	£0.00	£1,400.00	214.74		
Sports & Rec Unplanned - Programme	£0.00	£9,000.00	522.00		
Community Centre - Programme		£13,000.00	6,963.00		

S137	£5,460.00	£0.00	£ -		
<b>Totals</b>	<b>£128,739.00</b>	<b>£142,508.00</b>	<b>£ 332,375.80</b>	<b>£ 10,748.0</b>	<b>£ 7,254.00</b>

**SPENDING PREDICTION**

Predicted commitments	£ 10,748.00
O/S invoices & work agreed	<u>£ 7,254.00</u>
<b>Total</b>	<b>£ 18,002.00</b>

**INCOME PREDICTION - REST OF YEAR**

Base Rent	£ 555.00
Turnover Rent (estimate)	£ 5,000.00
Burials	£ 830.00
Allotments	£ 44.00
VAT Refund	-
S106 Reimbursements	-
<b><u>TOTAL</u></b>	<b><u>£ 6,429.00</u></b>

Bank Balance at 29.2.16	£47,806.00
Less Commitments rest of year (over-estimate)	18,002
Plus predicted income rest of year (underestimate)	<u>6,429</u>
<b>PREDICTED YEAR-END BALANCE</b>	<b><u>£36,233.00</u></b>

**NOTES:**

- Balance prediction is less than predicted last month as approx £17,000 will be due in VAT refund but can't be applied for before year-end. Next VAT claim due April '16 (Haydon Hill's VAT alone was £12,855).
- Have also costed-in extra bills from Buckland Landscapes due to making good in park brought forward from next year. However, invoices may not actually have to be paid before March 31st which may raise the year-end balance.

