

**Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -
held on 30th March 2015 at 7.00pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

P Hughes (Chairman)

A Mooney

M Osborn

Clerk: G Merry

No Members of the public

16.021 Apologies:

Apologies were received and accepted from Cllr Beaumont.

16.022 To Approve the Minutes of the last Meeting held on 2nd March 2016

The minutes were agreed and signed.

16.023 Declarations of Interest:

There were no declarations of interest

16.024 Public Participation

There were no items

16.025 Financial Situation Reports

- i The Clerk presented the month-end accounts. Receipts for March amounted to £1902 and payments for the month stood at £7539.99, with a further £11,015.82 in o/s invoices to be agreed.
- ii Status of Budgets: The year-end out-turn was predicted to show a surplus of approx. £30,000, as expected. Although healthy, this still falls short of the NALC recommended guideline of 6-month worth of fixed costs. However, some £15,000 VAT was due to be refunded from S106 project payments and the grant from the Gib Lane fund to pay for one defibrillator, and both would now be received in the next financial year.
- iii Payments to be agreed: The Clerk requested authorisation to pay the o/s invoices ahead of the P.C. meeting, in order to tie-up the accounts to year-end and get a more accurate out-turn figure. These had been circulated to and agreed by council and the clerk would make the payments on 31/3/16. This and the list of payments was AGREED.
- iv Audit Training: The Clerk would attend training for completing the external audit on April 27th. The internal audit was booked to take place on May 10th and the accounts must be approved by full council and submitted to Mazars by June 30th.

16.026 Year-End/New Financial Year

The clerk had ordered the RBS software – new accounting package for parish councils, although the training would not take place until end of May. The look of the accounts will change but the figures will stay the same.

16.027 Complaints re. Precept and Social Media Policy

There had been some complaints on social media re. the rise in council tax, but only one to the PC itself. The PC’s social media policy to-date had been not to respond, as this was not an appropriate forum for complaint and did not allow for proper in-depth responses. The policy was also in place to protect staff from the often unpleasant nature of social media commenting. Cllr Hughes stated that he had been through the same experience with another PC. Their policy had been exactly the same and this was the norm for PCs. There was general agreement that it was important to maintain the non-commenting policy but encourage people to call or email instead. Social media would remain for statements and promotion only. The clerk had responded to the email complaint with a 5-page explanation and would forward details to members in case of further complaints.

16.028 Staffing Sub-committee

Both clerks were due their 6/12-month review, in line with their contracts. This was discussed and the committee agreed to recommend pay increases of one increment each, on the NJC Pay scales for the clerk and assistant clerk. The clerk also reported that both herself and the assistant clerk had been able to take most but not all of their holiday entitlement. There was general agreement that the contracts could be amended in-line with the industry norm, of allowing a maximum of 5-days to carry over into the next year and this would also be recommended to the full PC.

Date of next meeting:

Wednesday 27th April 2016 at 6.30pm

The meeting closed at 8.10pm

Signed Date