

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council -  
held on 29th November 2016 at 7.00pm, at Aston Clinton Parish Meeting  
Room

**Present:**

Councillors: -

P Hughes (chairman)

L Ronson

M Osborn

L Tubb

R Stewart

Clerk: G Merry

No Members of the public

**16.089 Apologies:**

There were no apologies

**16.090 To Approve the Minutes of the last Meeting held on 31st October 2016**

The minutes were agreed and signed.

**16.091 Declarations of Interest:**

There were no declarations of interest

**16.092 Public Participation**

There were no items

**16.093 Financial Situation Reports**

- i **Accounts:** The Clerk presented the month-end accounts for November. These showed a total income for the year to-date as £283,934 (142% of budget) and the total expenditure as £162,722 (92% of budget). Cllr Ronson enquired whether the payment for the accounting software package needed to be shown on a separate line. The clerk confirmed this was the same as paying an annual license fee to use a software package such as 'Office' and the fact that the PC has it, shows meticulous attention to good governance practise.
- ii **Budget Forecast to year-End:** The clerk circulated a budget forecasting document (appendix 2) which showed some areas to end over-budget but the majority to be under-budget. This means the PC can afford to do some of the projects it has been holding back on e.g. purchase of new laptop and projector, fix the bridge by the 'beach', fix the school clock, repairs to buildings (especially the Churchill Hall). It was agreed the fencing repairs to the compound would come out of Sports and Rec., as the park ad hoc budget was already used up. It was agreed the forecast could be circulated to all members with a list of projects to be considered before the end of the financial year. The clerk would update the forecast in January.
- iii **Payments to be agreed:** The clerk had circulated the list of outstanding invoices (appendix 1). The balance to Gravity skatepark was still outstanding and Cllr Tubb gave an update on the situation. A 3<sup>rd</sup> set of contractors had been brought in who seemed much more able to complete the job. They had been given 4 days to complete the ramp and the project was being overseen by Cllrs Read and Tubb. The balance would be withheld until the job was completed to everyone's satisfaction and signed off by an inspector. If it was still not fit for purpose, Cllr Tubb had told Gravity they would be liable for refunding the first payment. In order to complete the job, the PC had arranged for a skip, although ultimately this should be billed to Gravity. It was agreed to donate £75 to the RBL for the Remembrance Day wreath. It was also agreed, after some discussion, not to charge the various clubs for their slat on the

wooden sign at the park entrance. This is considered the PC's corporate image to the public and a way of promoting what that the PC does.

**MOTION:** It was agreed that all invoices, other than Gravity skateparks, were approved for payment, PROPOSED by Cllr Hughes, SECONDED by Councillor Osborn and AGREED.

#### **16.094 Budget 2017-18 and Precept Planning**

The clerk presented a proposed budget (appendix 3), which had already been circulated prior to the meeting. Payments of approx. £206,428 were forecast with possible receipts of around £26,165. It was discussed and agreed that forecast receipts should not be taken into consideration when calculating the precept, as in a worst case scenario they could not be relied on. The clerk had presented possible precept scenarios based on 'no increase', a 2% increase and a 5% increase. Cllr Osborn pointed out that a 5% increase amounted to only £8837, which divided by the village tax base (households) was only a small increase per household; particularly as the tax base was set to significantly increase. The clerk confirmed there had been 3 complaints last year which had seen a 12% increase. The amount of projects had been significantly reduced from this year with the largest item of expenditure being submission of the planning application for the new community centre. It was essential that the PC kick-start this project, as without making a start, the other sources of funding would not be available, and this can be seen as match-funding in order to get started. It was also discussed that although the parish council proportion of the overall council tax bill is currently around 5%, this could change in the future with uncertainty over the change to unitary authority. It was discussed that taking potential receipts out of the calculation, the increase would need to be around 20% to cover costs and would be too high. However, this could be tempered by the projected surplus of approx £30-35,000 predicted and this could offset the difference. A precept increase of 5% to £185,537 was favoured but the clerk agreed to check the % amount of last year's increase and also the effect in real terms on households, of a 5% increase. This would be circulated to the F&S via email, for a final recommendation to be decided prior to the December PC meeting.

#### **16.095 Staffing Sub-Committee**

The clerk stated that both she and the assistant clerk are working up to capacity and it is appreciated if Cllrs could bear this in mind when requesting more work. In the case of the assistant clerk, her workload has increased significantly due to the Neighbourhood Plan and the Planning committee. In order to complete the NHP this financial year, it would be necessary to increase her hours to 20 per week. The assistant clerk had agreed to this increase providing it was acknowledged as a temporary increase until March 2017, at which point she expected her hours to return to 15. Any further escalation above 20 hours and it would be necessary to employ temp. staff. This course of action was agreed and the impact on expenditure (likely to be in the region of £1100) would come from the salary budget, although it was in many ways a direct cost of the NHP.

#### **16.088 Date of next meeting:**

Tuesday 31st January 2017

(with the option to meet on Tuesday 13<sup>th</sup> December 2016, if the precept required further discussion following the December PC meeting).

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

## APPENDIX 2

**Outstanding Invoices to Nov 28th 2016**

<b>Date</b>	<b>Company</b>	<b>For</b>	<b>Amount £</b>	<b>Vat £</b>	<b>Total £</b>	
18/07/2016	Gravity Engineering	Skate Ramp	8000?	2000?	10000.00	Balance
02/11/2016	Osprey Company	Additional slats for park sign	352.00	70.40	422.40	
04/11/2016	E Sharp Electrical	5 x new Lights	366.98	73.40	440.38	
08/11/2016	Buckland Landscapes	Monthly Site Maintenance - Oct	1176.08	235.22	1411.30	
08/11/2016	Your Cafe in the Park	Cleaning costs - Eamonn	1275.00	0.00	1275.00	
13/11/2016	Aston Clinton RBL	Donation for wreath (minimum)	20.00	0.00	20.00	Usually give £75
15/11/2016	R.B. Tree Care	Pollarding in churchyard	530.00	0.00	530.00	
30/11/2016	E McGoldrick	Bins and Toilets - Nov.	130.00	0.00	130.00	
30/11/2016	SLCC	Membership renewals x 2	314.00	0.00	314.00	
30/11/2016	Camers Skip Hire	Skip for skate park	210.00	0.00	210.00	
<b>DD's</b>						
18/11/2016	AVDC	Wheelie Bins - 2nd quarter	667.00	0.00	667.00	

## APPENDIX 1

**BUDGET FORECAST TO YEAR-END 2016-****17****As at****30/11/16**

<b>PAYMENTS</b>	<b>Spent</b>			<b>Projected</b>	<b>Likely</b>	<b>Notes</b>
	<b>Budget</b>	<b>to date</b>	<b>Remainin g</b>	<b>Spend</b>	<b>Outcome</b>	
Salaries (inc. NI & LGPS)	£37,269.00	£18,890.00	£18,379.00	£14,151.00		Over-estimated in budget
	0	0	0	0	£4,228.00	
Expenses	£407.00	£44.50	£362.50	£200.00	£162.50	
Insurance	£1,686.00	£1,537.00	£149.00	£0.00	£149.00	
Mortgage	£3,981.00	£1,991.00	£1,990.00	£1,990.00	£0.00	
						Need to vire £600? To 'computer' for IT support
Stationery	£1,800.00	£462.00	£1,338.00	£700.00	£638.00	
Postage	£60.00	£41.00	£19.00	£19.00	£0.00	
						Intention to buy laptop will use up this budget
Printing/Computer	£480.00	£122.00	£358.00	£358.00	£0.00	
Phone	£520.00	£498.00	£22.00	£187.00	-£165.00	
Payroll						
Company	£400.00	£390.00	£10.00	£175.00	-£165.00	
Accounting system	£1,000.00	£725.00	£275.00	£0.00	£275.00	
Training	£1,180.00	£202.00	£978.00	£600.00	£378.00	
Audit/Election	£1,023.00	£1,175.00	-£152.00	£0.00	-£152.00	
Subs	£952.00	£565.00	£387.00	£250.00	£137.00	
Misc	£5,000.00	£352.00	£1,473.00	£1,473.00	£0.00	
British Gas	£768.00	£379.00	£389.00	£389.00	£0.00	
						Significant - increase in costs - as advised
EON	£8,690.00	£5,411.00	£3,279.00	£4,365.00	£1,086.00	
Dog Bins	£1,029.00	£0.00	£1,029.00	£1,029.00	£0.00	
Bin Installation	£640.00	£0.00	£640.00	£200.00	£440.00	
						Cost of 1 new bin included here.....
Eurobins	£1,949.00	£1,004.00	£945.00	£1,335.00	-£390.00	
Bins	£975.00	£0.00	£975.00	£0.00	£975.00	.....not here
						Can now action repairs to Churchill Hall, other buildings and take CC exhibition cost from here (£2592)
S&R Premises	£4,000.00	£1,080.00	£2,920.00	£2,592.00	£328.00	

Electrical Contractor	£3,000.00	£1,206.00	£1,794.00	£1,794.00	£0.00	
Community Centre	£2,300.00	£2,491.00	£-191.00	£0.00	£-191.00	
Cleaner	£360.00	£190.00	£170.00	£200.00	£-30.00	
Cafe Bins and Toilets	£2,400.00	£180.00	£2,220.00	£1,825.00	£395.00	
Park Bins and Toilets	£2,145.00	£1,170.00	£975.00	£975.00	£0.00	
Grounds Contract	£18,025.00	£13,199.00	£4,826.00	£5,880.00	£1,054.00	- Under estimate in budget £1000 is cost of pollarding = no more from this budget Hold back for possible early season use in spring Remaining £838 = to do bridge repair work Earmarked as discussed at Nov meeting
Grounds Ad Hoc	£9,825.00	£8,971.00	£854.00	£1,000.00	£-146.00	
Footpaths	£4,000.00	£1,877.00	£2,123.00	£528.00	£1,595.00	
Misc grounds	£2,613.00	£1,775.00	£838.00	£838.00	£0.00	
Lampposts	£13,475.00	£122.00	£13,353.00	£13,353.00	£0.00	
S137	£100.00	£316.00	£-216.00	£100.00	£-316.00	
Sports and Rec	£9,054.00	£900.00	£8,154.00	£8,154.00	£0.00	FIX SKATE PARK?? Can now action some of wish list?: - school clock, village signs, santa items and projector = £2000? Suggest moving into Tracker to earmark for Astonbury
Wish List	£8,600.00	£1,500.00	£7,100.00	£2,000.00	£5,100.00	
Events/Astonbury	£5,000.00	£1,055.00	£3,945.00	£0.00	£3,945.00	
NHP	£19,550.00	£14,518.00	£5,032.00	£5,032.00	£0.00	
<b>Total possible year-end position</b>					<b>£23,204.50</b>	

	<u>Bud get</u>	<u>Rec'd to-date</u>	<u>Balance</u>	<u>Forecast to receive</u>	<u>Likely outcome</u>	<u>Notes</u>
<b>RECEIPTS</b>	£17,812.00	£177,410.00	£710.00	£0.00	£710.00	Grant section was less this year

	£3,000.00		-			-	This is a plus figure i.e. Rec'd over-budget
Grants	0	£15,395.00	£12,395.00	£0.00	0	£12,395.00	This is a plus figure i.e. Rec'd over-budget
	£6,660.00		-			-	This is a plus figure i.e. Rec'd over-budget
Cafe base rent	0	£8,000.00	£1,340.00	£2,000.00	0	£3,340.00	This is a plus figure i.e. Rec'd over-budget
	£5,000.00		-			-	This is a plus figure i.e. Rec'd over-budget
Cafe turnover rent	0	£6,773.00	£1,773.00	£0.00	0	£1,773.00	This is a plus figure i.e. Rec'd over-budget
	£83						This is a plus figure i.e. Rec'd over-budget
non-football permits	0.00	£726.00	£104.00	£160.00	0	£56.00	estimated
	£38						
Allotments	5.00	£77.00	£308.00	£400.00	0	£92.00	estimated
VAT Refund (est)			£0.00	£5,000.00	0	£5,000.00	estimated
<b>Total Possible receipts - rest of year</b>						<b>£21,946.00</b>	<b>0</b>

APPENDIX 3

**Budget 2017-18 - WORKINGS**

**PAYMENTS:**

**Salaries - includes incremental pay increases**

	<u>Workings</u>	<u>Formulae</u>	<u>Totals</u>
GM @ 11.66/hour x average 119 hours/month x 12	£ 16,650.00		
EB @ £10.632 x average 73 hours/month x 12	£ 9,314.00		
Employer's N.I. average month £115 x 12 + 2%	£ 1,408.00		
LGPS Employer's average month 426 x 12 + 2%	£ 5,214.00		
<b>Total Salary Costs</b>		£ 32,586.00	£ <b>32,586.00</b>

**Member's Expenses - held as this year**

£  
200.00      £  
**200.00**

**Insurance - 2016 actual + 2%**

£  
1,568.00      £  
**1,568.00**

**Audit/Election - this year + 2%**

Internal	420	2%
External	755	2%
Election (nominal)	150	2%

**Total**

£  
1,356.00      £  
**1,356.00**

**Subscriptions - projected increase**

BALC	580
SLCC	250
ICO	30

**Total**

£  
860.00      £  
**860.00**

**Training**

£  
1,180.00      £  
**1,180.00**

**£137 - estimate 60 donations @ £7.50**

£  
450.00      £  
**450.00**

**Office Costs - estimates based in this year's actual**

Stationery	£ 1,000.00
Postage	£ 80.00

Printing/Computer	£		
	850.00		
Phone Bills	£		
	800.00		
Payroll Company	£		
	450.00		
Misc Admin.	£		
	5,000.00		
<b>Total</b>		£	£
		8,180.00	<b>8,180.00</b>

<b><u>Mortgage - as this year</u></b>		£	£
		3,981.00	<b>3,981.00</b>

### **Electricity**

B.G. - this year's budget + 5%	£		
	806.00		
EON - this year's top end x 12	£		
	11,100.00		
<b>Total</b>		£	£
		11,906.00	<b>11,906.00</b>

### **Bins - this year's budget + 2%**

Dog Bins	£		
	1,050.00		
Euro Bins	£		
	1,988.00		
New Purchases (est.)	£		
	975.00		
<b>Total</b>		£	£
		4,013.00	<b>4,013.00</b>

### **Premises**

Electrical contractor @ average £180/month + 2%	£		
	2,203.00		
Repairs (estimate)	£		
	2,000.00		
Cleaners (£500 office + £1300 Cafe)	£		
Lampposts/LED Programme - held as this year	1,800.00		
	£		
	13,475.00		
Drain Repairs (estimate)	£		
	8,000.00		
Fire and electrical assessments	£		
	1,200.00		
<b>Total</b>		£	£
		28,678.00	<b>28,678.00</b>

### **Grounds Maintenance**

Annual Contract (Inc. footpaths, churchyard & ad hoc)	£		
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	35,000.00		
	£		
Eamonn (average - no increase)	2,970.00		
		£	£
<b>Total</b>		37,970.00	<b>37,970.00</b>

<b><u>Planning Committee: Traffic Calming/Appeals</u></b>		£	£
		12,000.00	<b>12,000.00</b>

**Programmes**

Community Centre - implementation phase 1 -	£		
Village Signs - TfB extra cost over and above basic	45,000.00		
	£		
Astonbury - underwriting event	500.00		
	£		
Play Events	5,000.00		
	£		
<b>Total</b>	1,000.00	£	£
		51,500.00	<b>51,500.00</b>

<b>Contingency</b>	£		£
	10,000.00		<b>10,000.00</b>

<b><u>Total Payments</u></b>			<u>£</u>
			<b>206,428.00</b>

**RECEIPTS**

Cafe Base Rent @ £1000/month		£	<b>12,000.00</b>
Cafe Turnover Rent (estimate)		£	<b>9,000.00</b>
Football Permits		£	<b>3,000.00</b>
Park Permits		£	<b>780.00</b>
Burials		£	<b>1,000.00</b>
Allotments		£	<b>385.00</b>

<b>Total Receipts without precept</b>			<u>£</u>
			<b>26,165.00</b>

<b><u>Different Scenarios</u></b>	<u>Precept</u>	<u>Other Receipts</u>	<u>Total Receipts</u>
	£	£	£
If precept kept as this year	176,702.00	26,165.00	<b>202,867.00</b>

If precept + 2% (industry norm before devolution)	£ 180,236.00	£ 26,165.00	£ <b>206,401.00</b>
If precept + 5%	£ 185,537.00	£ 26,165.00	£ <b>211,702.00</b>

Take into account predicted reserve at year end in region of £35,500

DRAFT