

Minutes of the Finance and Staff Committee of Aston Clinton Parish Council - held on 31st January 2017 at 7.00pm, at Aston Clinton Parish Meeting Room

Present:

Councillors: -

M Osborn (chair)

L Ronson

L Tubb

R Stewart

Clerk: G Merry

No Members of the public

17.01 Apologies:

Apologies were received from Cllr Hughes

17.02 To Approve the Minutes of the last Meeting held on 29th November 2016

The minutes were agreed and signed.

17.03 Declarations of Interest:

There were no declarations of interest

17.04 Public Participation

There were no items

17.05 Financial Situation Reports

- i **Accounts:** The Clerk presented the month-end accounts for January. These showed a total income for the year to-date as £284,568 (142% of budget) and the total expenditure as £179,088 (101% of budget). The clerk noted that at this time of year, some budgets will be overspent and others will be underspent, but the overall position was very healthy and several projects that had not yet implemented, could now be carried out. Quotes for these would be presented at the following day's PC meeting.
- ii **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 updated as follows: Rospa had completed the inspection and had also indicated to the clerk they they felt the job was unfinished. Gravity were to send contractors the week commencing 6/2/17 but it was unclear what their instruction would be and the Rospa report had not been received. The cost of the skips would be met by the PC and deducted from Gravity's total. It was agreed the £10,000 would continue to be withheld and there would be no payment until a structural guarantee had been received. It was noted that the Cafe had paid for half the cost of the replacement hand drier in the Cafe toilets. The increase in cost of the street lighting (EON) was noted and the clerk agreed to confirm whether this was on a fixed rate tariff. Cllr Stewart offered to check what was advised at the recent Transport for Bucks conference re. switching suppliers.

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

17.06 Budget Forecast 2016-17 to year-end

The clerk presented an updated forecasting document and explained the figures. She suggested only making a virement to the Neighbourhood Plan budget of £4000, as requested by that committee, to see the project through to the end of this year. The clerk suggested this could be vired from the salaries budget which was set to underspend by £4000 and was an easily-predicted

cost. This was agreed, along with the clerk's suggestion of moving a portion of reserves to the Tracker account. Cllr Osborn advised checking the notice terms of the tracker.

MOTION: To agree the only budget virement needed was £4000 from the Salaries budget to the NHP budget and to recommend this to full council, PROPOSED by Cllr Ronson SECONDED by Cllr Stewart and AGREED.

17.07 Bank Mandate

The clerk had again experienced difficulty implementing mandate change to add Cllrs Tubb and Hughes as signatories. Last time this had resulted in Barclays paying £500 in compensation for their poor handling of the matter. The clerk had again instigated a formal complaint and was now working with a senior complaints officer to resolve the matter and implement the change. Cllr Osborn asked to be copied-in on email exchanges in this matter.

17.08 Date of next meeting:

Tuesday 28th February 2017

Signed Date

APPENDIX 1 – Outstanding Invoices for Payment

| Date | Company | For | Amount £ | Vat £ | Total £ | |
|------------|--|--------------------------------------|----------|--------|---------|---------|
| | | | | | 10000 | Balance |
| 18/07/2016 | Gravity Engineering | Skate Ramp | 8000? | 2000? | .00 | |
| 24/11/2016 | Sure to Door Castle Water (Thames) | Flyer deliveries - Nov | 55.88 | 11.18 | 67.06 | |
| 04/01/2017 | | Water - July-Jan | 68.02 | 5.10 | 73.12 | |
| 05/01/2017 | Your Cafe in the Park | Toilet Cleans - Dec | 100.00 | 0.00 | 0 | |
| 05/01/2017 | Buckland Landscapes | Footpaths finishing x 9 | | | 528.0 | |
| 05/01/2017 | | Quote4681 | 440.00 | 88.00 | 0 | |
| 05/01/2017 | Camiers | Skip hire - skate ramp | 350.00 | 70.00 | 0 | |
| 06/01/2017 | Bancroft Consulting | Traffic Mitigation Scheme (NHP) | 1282.0 | | 1282.00 | |
| 09/01/2017 | Buckland Landscapes | Dec Site Maintenance | 1176.0 | | 1411.00 | |
| 09/01/2017 | H A Phipps | Palisade fencing for compound | 8 | 235.22 | 30 | |
| 09/01/2017 | Viking | Stationery | 680.00 | 0.00 | 0 | |
| 16/01/2017 | E Sharp Electrical | Hand drier in Gents - Cafe | 56.54 | 11.31 | 67.85 | |
| 20/01/2017 | E Sharp Electrical | Lamp - Weston Road | | | 174.0 | |
| 20/01/2017 | Sign Wizzard | 2 park closing signs | 145.00 | 29.00 | 0 | |
| 26/01/2017 | Buckland Landscapes | Clear Tree ACL 8 (verbal quote) | 59.34 | 11.87 | 71.21 | |
| 30/01/2017 | E McGoldrick | Jan - Bins and Toilet | 37.14 | 7.43 | 44.57 | |
| 30/01/2017 | E Sharp Electrical | Replacement fuseboard - Churchill | 120.00 | 24.00 | 0 | |
| 31/01/2017 | R Boggio | Prune back trees in driveway | 155.00 | 0.00 | 0 | |
| | | | 1325.0 | | 1590.00 | |
| | | | 80.00 | 0.00 | 80.00 | |
| DDs | | | | | | |
| 20/01/2017 | AVDC | Eurobins - empties | 716.40 | 0.00 | 716.4 | |
| 30/01/2017 | B.T. | Quarterly Bill | 159.64 | 31.92 | 191.56 | FYI |

APPENDIX 2

BUDGET FORECAST TO YEAR-END 2016-17 - as at 31/1/17

| <u>PAYMENTS</u> | Budget | Spent | | Projected | | Notes |
|---------------------------|---------------|----------------|------------------|------------------|----------------|---|
| | | to date | Remaining | Spent | Outcome | |
| Salaries (inc. NI & LGPS) | £37,269.00 | £26,757.00 | £10,512.00 | £6,500.00 | £4,012.00 | Slight over-estimate in original budget |
| Expenses | £407.00 | £22.00 | £385.00 | £200.00 | £185.00 | |
| 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 | |
| Stationery | £1,800.00 | £530.00 | £1,338.00 | £100.00 | £1,238.00 | Need take cost of IT support from here |
| Postage | £60.00 | £48.00 | £12.00 | £12.00 | £0.00 | |
| Printing/Computer | £480.00 | £122.00 | £358.00 | £358.00 | £0.00 | Intention to buy laptop will use up this budget |
| Phone | £520.00 | £498.00 | £22.00 | £160.00 | - | |
| | | | | | £138.00 | |
| 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 | Keep back for further training |
| Training | £1,180.00 | £310.00 | £870.00 | £600.00 | £270.00 | |
| Audit/Election | £1,023.00 | £1,175.00 | - | £0.00 | - | |
| | | | £152.00 | | £152.00 | |
| Subs | £952.00 | £565.00 | £387.00 | £250.00 | £137.00 | |
| Misc | £5,000.00 | £6,592.00 | £0.00 | £1,000.00 | - | Under estimated at start of year |
| | | | | | £1,000.00 | |
| British Gas | £768.00 | £536.00 | £232.00 | £389.00 | - | |
| | | | | | £157.00 | |
| EON | £8,690.00 | £6,843.00 | £1,847.00 | £4,365.00 | - | Significant increase in costs - as advised |
| | | | | | £2,518.00 | |
| Dog Bins | £1,029.00 | £0.00 | £1,029.00 | £1,029.00 | £0.00 | |

| | | | | | | |
|-----------------------|------------|------------|------------|------------|-----------|---|
| | 00 | | 00 | .00 | | |
| Bin Installation | £640.00 | £0.00 | £640.00 | £200.00 | £440.00 | |
| Eurobins | £1,949.00 | £1,004.00 | £945.00 | £1,335.00 | | - Cost of 1 new bin included here..... |
| | | | | | £390.00 | |
| Bins | £975.00 | £0.00 | £975.00 | £0.00 | £975.00 |not here |
| S&R Premises | £4,000.00 | £1,922.00 | £2,078.00 | £2,078.00 | £0.00 | Repairs to Churchill Hall actioned and cost of play inspection |
| Electrical Contractor | £3,000.00 | £1,573.00 | £1,427.00 | £1,427.00 | £0.00 | |
| Community Centre | £2,300.00 | £2,491.00 | - | £0.00 | | - |
| | | | £191.00 | | £191.00 | |
| Cleaner | £360.00 | £280.00 | £80.00 | £100.00 | | - |
| | | | | £20.00 | | |
| Cafe Bins and Toilets | £2,400.00 | £1,555.00 | £845.00 | £300.00 | £545.00 | |
| Park Bins and Toilets | £2,145.00 | £1,410.00 | £735.00 | £735.00 | £0.00 | |
| Grounds Contract | £18,025.00 | £15,551.00 | £2,474.00 | £4,233.00 | | - Under estimate in budget, adjusted for next year |
| | | | | | £1,759.00 | |
| Grounds Ad Hoc | £9,825.00 | £9,501.00 | £324.00 | £500.00 | | - £1000 is cost of pollarding = no more from this budget |
| | | | | | £176.00 | |
| Footpaths | £4,000.00 | £2,087.00 | £1,913.00 | £528.00 | £1,385.00 | Hold back for possible early season use in spring |
| Misc grounds | £2,613.00 | £1,775.00 | £838.00 | £838.00 | £0.00 | Remaining £838 = to do bridge repair work |
| Lampposts | £13,475.00 | £122.00 | £13,353.00 | £13,353.00 | £0.00 | Earmarked as discussed at Nov meeting |
| S137 | £100.00 | £539.00 | - | £100.00 | | - |
| | | | £439.00 | | £539.00 | |
| Sports and Rec | £9,054.00 | £900.00 | £8,154.00 | | £8,154.00 | May be needed for further skate park reparations |
| Wish List | £8,600.00 | £1,500.00 | £7,100.00 | £2,000.00 | £5,100.00 | Action wish list?: - school clock, village signs, wooden bridges, pitch 'soakaway', allotment fencing, drain re-route |
| Events/Astonbury | £5,000.00 | £1,055.00 | £3,945.00 | £0.00 | £3,945.00 | Suggest moving into Tracker to earmark for Astonbury |
| NHP | £19,550.00 | £15,118.00 | £4,432.00 | £6,000.00 | | - £4000 VIREMENT NEEDED SUGGEST FROM SALARIES |
| | | | | | £1,568.00 | |

| | |
|----------------------------------|-------------------|
| Total possible year-end position | £18,037.00 |
|----------------------------------|-------------------|

| <u>RECEIPTS</u> | <u>Budget</u> | <u>Rec'd</u> | <u>Balanc</u> | <u>Foreca</u> | <u>Likely</u> | <u>Notes</u> |
|---|---------------|--------------|---------------|---------------|-------------------|--|
| | | <u>to-</u> | | <u>st</u> | <u>to</u> | |
| | | <u>date</u> | <u>e</u> | <u>to</u> | | |
| | | | | <u>receiv</u> | | |
| | | | | <u>e</u> | | |
| Precept | £178,120.00 | £177,410.00 | £710.00 | £0.00 | £710.00 | Grant portion was less this year |
| Grants | £3,000.00 | £15,395.00 | - | £0.00 | £12,395.00 | - This is a plus figure i.e. Rec'd over-budget |
| Cafe base rent | £6,660.00 | £10,000.00 | - | £2,000.00 | £5,340.00 | - This is a plus figure i.e. Rec'd over-budget |
| Cafe turnover rent | £5,000.00 | £6,773.00 | - | £0.00 | £1,773.00 | - This is a plus figure i.e. Rec'd over-budget |
| non-football permits | £830.00 | £856.00 | - | £160.00 | £186.00 | - This is a plus figure i.e. Rec'd over-budget |
| Allotments | £385.00 | £341.00 | £44.00 | £44.00 | £0.00 | estimated |
| VAT Refund (est.) | | | £0.00 | £5,000.00 | £5,000.00 | - estimated |
| Total Possible receipts - rest of year | | | | | £21,946.00 | |