

ASTON CLINTON PARISH COUNCIL

Parish Meeting Room, Aston Clinton Park, London Road, Aston Clinton, Buckinghamshire, HP22 5HL

☎: 01296-631269 ✉: parishcouncil@astonclinton.org

Minutes of the Finance and Staff Committee Meeting Held at the Parish Meeting Room, 20th June 2014 at 7.30pm

Attendees: Cllrs; Martin Watson, David Wallis, Joe Hoinville and Geoff Plowman

Clerk: Angela Casey

Members of the Public: 0

14.017 Apologies

None received

14.018 Declaration of interests

None received

14.019 Approval of minutes

The minutes were **APPROVED** for the meeting of the 23rd April 2014.

14.020 Election of Chairman of Finance and Staff Committee

An election took place for the Chairman of the Finance and Staff Committee (F&S). Cllr Plowman was elected as Chairman.

14.021 Clerk issues

Hours of work

The Clerk would like to change her hours of work to Monday to Thursday 08.30 – 13.30. The F&S Committee was happy with this suggestion but to be referred to full Council for approval.

Clerk's salary

Clerk's contract stipulates that wages are paid via BACS on the last Friday of each month. Clerk suggested that two members of the F&S Committee approve her wages during the last week of each month. The F&S Committee were happy with this but to be referred to full Council for approval.

The Clerk was not content with her address being shown on her wage slip for all to see. Clerk requested that her wage slip be withdrawn from the finance sheet that is published. Clerk to check with BALC regarding their guidelines on the above.

Approval for study time

The Clerk is currently studying for her Cilca qualification and asked the F&S Committee for approval for paid study time in order to complete the required course work. F&S Committee asked Clerk to investigate further and ask BALC for advice and to check employment contract.

Interruptions during Clerks working day

Clerk is finding the interruptions by Councillors to her working day frustrating and asked that in order for the Council to get full value for money from the Clerk that the Clerk should be undisturbed during her working day. The F&S Committee will recommend to the full Council that all Councillors book an appointment to speak to the Clerk and Councillors will have to accept that they can't come in if the

Clerks workload dictates so. If a matter of business is urgent then discussions can be arranged, but most business can be conducted over the telephone or via email. The Clerk has no problem with Parishioners wishing to come into the office to discuss their issues or to ask questions.

14.022 Legal fees

Cllr Hoinville has investigated how beneficial it would be to employ a drafts person to look at our current bills for legal fees. It would seem that the costs involved in employing a drafts person, on this occasion, would possibly negate the amount of fees that could be deducted. F&S Committee would recommend to full Parish Council that we ask our solicitor to negotiate a lower figure.

14.23 Finances for 2014

Cllr Plowman has looked at the Council's finances in order to come up with some figures to quantify the financial situation for 2014-15, in light of current invoices that have been received.

Cllr Hoinville had looked at some transactions during 2013/2014 which he would like clarification on authorisations for work and the work that was carried out.

The F&S Committee were concerned that cheques only required a single signature and that it would recommended to full council that this change to two signatures out of three.

It was briefly discussed that it might be worth looking further into employing our own groundsman and to see if it would be more financially viable than the use contractors.

14.024 Tribunal

The Settlement Agreement was read by Councillors in advance of the meeting. The Councillors had a concern over one section of the agreement with regard to confidentiality. Clerk to speak to Council's representative and inform Councillors of outcome.

14.025 The Hub

The F&S Committee discussed payments made by the Hub and a request to use a payment of £1,200 already received to cover future payments. The F&S Committee agreed to this but would ask full Council for its approval.

Cllr Hoinville suggested that we may have spent more money on the Hub than we are receiving in as rent. It is possible that the Council may be responsible for further maintenance in respect of the building and have asked the lessee at the Hub for further information.

14.026 A.O.B

Cllr Plowman proposed that the F&S Committee should meet every month instead of quarterly as it currently does. This was seconded by Cllr Wallace and APPROVED by the F&S Committee.

14.027 Date of next meeting – July 2014

The meeting closed at 21.30pm