

**Minutes of the Finance & Staff Committee of Aston Clinton Parish
Council - held on 24th June 2015 at 7.30pm
at Aston Clinton Parish Meeting Room**

Present:

S Beaumont – Chairman
J Savigar

N Savigar – Vice Chair
A Mooney

Clerk: G Merry

15.039 Apologies

There were no apologies

15.040 Minutes

The minutes were approved and signed

15.041 Declarations of Interests

There were no declarations of interest

15.042 Public Participation

There were no questions

15.043 Financial Situation Reports

- i. Month-End Report June 2015: There had been an inconsistency in the financial spreadsheets presented by the Clerk in respect of reporting of invoices already paid. The Clerk agreed to streamline this for future with a list of what had already been paid plus a list of outstanding invoices to be agreed. It was discussed that Financial Regulations stated a requirement for a monthly independent check of the bank reconciliation. Cllr N Savigar explained that this should be someone other than the chair or vice chair of this committee. The Clerk asked for someone to volunteer to do this.
- ii. Status of Individual Budgets: It was decided that there was no need for discussion on this as the budget sub-heads were being revised.
- iii. Payments to be Agreed: All payments were agreed as presented by the Clerk. Cllr Mooney queried the method for tallying of quotes received and it was agreed to keep this matter on the agenda.
- iv. BT tariff and Bank research: The Clerk reported that she has arranged for the BT account to be consolidated into one bill on a new, cheaper tariff of £13.20 per month. She is also researching suitable banks to move the account to and this is a work in-progress.

15.044 Budget Sub-head Review: Report and recommendations of working party

The working party had met to discuss how best to arrange budget sub-heads to differentiate between Running and Programme payments. Cllr N Savigar had re-worked and then presented the revised structure. It was noted that budget amounts had also been revised in the light of the half-yearly picture. The Staffing budget now took account of a pension plan and the cost of employing an Assistant Clerk. The £11,000 Neighbourhood Plan budget would be split between £6600 this year and £4400 for 2016-17. Cllr N Savigar talked through the expected receipts and payments and also a new financial control section. A healthy though not unduly large surplus is currently forecast. The Clerk will present the receipts and payments accounts with the new budget subheads each month, to enable council to review progress for the year. The pre-agreed running costs may be paid without the need for full council approval each month, subject to the payments falling within specific limits, although the F&S committee will continue to review all the payments each month. The new system will also assist the calculation for the precept for the next year.

The new format was agreed and will be recommended to the full council on 1st July 2015.

15.045 Sources of Income

- i. Grantscape/Gib Lane Solar Farm Fund - possible funding for defibrillator: This year £2,900 is available for groups in Aston Clinton and the closing date is September 2015. There was general agreement to apply jointly with the school for funds for a defibrillator. The Clerk will also contact the Youth Club to see what items they may wish to apply for.

- ii. S106 funding – status update in light of CIL requirements: Cllr N Savigar had spoken with Joe Houston the AVDC officer responsible for S106 administration. For the time being, AVDC will continue to apply the S106 ‘ready reckoner’ with a set formula that was developed in 2004 for the assessment of funds that a developer provides, based upon the number of houses and size of the property. However, they also have to conform to the CIL rule for only allowing a maximum of 5 developments to be grouped together for a specific leisure project, such as the proposed Aston Clinton community centre. This appears to be the only change they have to adopt from the CIL rules, which they have checked with their legal team. He was pleased to hear that ACPC has the community centre feasibility study underway, and also that we are preparing a list of additional leisure investment opportunities. He doesn’t know yet whether Section 106 and CIL will co-exist, but he indicated that when the Aylesbury Vale Local Plan gets approved in 2017 they may have to move across to the CIL system entirely. He stated that Aston Clinton will get the maximum entitlement from any development with the current system.

15.046 Any Other Business

- i. Incidental expenses: This was discussed for members to attend meetings so as to meet requirements for equality and diversity. I.E. that members can be attracted and then supported from the widest variety of circumstances e.g. single parents
- ii. Scanner: the Clerk reported that a new printer/scanner will be needed as the present one does not scan multiple pages. She will do some research but there was agreement that it is within her powers to buy one.

15.047 Date and time of next meeting

This will be on Wednesday 29th July at 7.30pm

The meeting closed at 9.10pm

..... Chairman Date