

**Minutes of the Meeting of Aston Clinton Parish Council  
Finance & Staff Committee  
held on 29<sup>th</sup> December 2014 at 7.00pm  
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

G Plowman (Chairman)  
D Wallis  
J Hoinville  
M Watson  
R Maskell

Clerk: Not available (Cllr J Savigar recorded the minutes)

No members of the public

**14.212 Apologies**

None

**14.213 Minutes**

GP apologised because no minutes from the previous meeting had been circulated. GP will communicate with the Clerk about the missing minutes.

**14.214 Declaration of Interests**

RM commented that any councillor resident in the parish should seek dispensation from the Clerk before discussing the Precept. This would apply to Councillors RM and DW. GP asked for the comment to be noted, but it was agreed the meeting should proceed in the absence of the Clerk.

**14.215 Situation Report on Finances for 2014-2015**

GP reported a total of just over £34,000 in all 3 accounts.

No rent has been received from the Hub again this month.

DW queried the November invoice from Total Garden Care when they had been paid £800 for 3 churchyard maintenance visits in October.

GP to liaise with Clerk and ensure that Total Garden Care will only undertake maintenance in the future when requested to do so.

The newly formed Facilities Committee will be reviewing all maintenance contracts in the New Year. GP also questioned a payment of £85 to AVDC. No one appeared able to shed any light on the matter. GP to investigate with the Clerk.

**14.216 Precept**

GP reported a few adjustments to the Precept calculations.

- Forecasted expenditure on Footpaths has decreased from £5,000 to £4,000

- The Neighbourhood Plan will cost approximately £10,000

DW questioned whether the sum of £25,000 set aside for legal fees would be sufficient.

The Precept request has been calculated at £149,367. This would mean an increase of 40% for the residents. At a recent Public meeting to discuss the possible Precept amount, members of the village were content with the proposed figure. RM requested that all council members are made fully aware of the reckonings substantiating the Precept calculations.

**Resolution:** To present the Precept of £149,367 to the Full Council for approval.

Proposed by JH, Seconded DW, voted for unanimously.

#### **14.217 Staffing Sub-Committee**

GP highlighted the volume of annual updating of parish documentation that the new Clerk would need to undertake. It was also discussed whether the Clerk's present 20 hour working week is sufficient for a parish of this size. GP suggested that a Staffing Sub-Committee should be formed which will discuss and agree its own Terms of Reference, liaise with the Clerk regarding her workload and agree an annual timetable to ensure all required parish documentation is present and up to date. GP proposed that Cllr Savigar be co-opted onto the Staffing Sub-Committee.

**Resolution:** That DW and JS form the Staffing Sub-Committee.

Proposed by GP, Seconded by JH.

JH, DW and GP voted for, RM abstained and MW voted against.

#### **14.218 Bank Mandate**

MW to submit a current photo to the Clerk, therefore bank mandates not in place yet.

#### **14.219 Mowing by AVDC or BCC**

GP reported no progress on decision. He will liaise with Councillor Carole Paternoster.

#### **14.220 Training for Clerk**

GP said there was nothing to report on this item.

#### **14.221 Any Other Business:**

1. The Parish has received advice from BALC that the hourly rate for Local Clerks has increased. The NJC Salary point 21 has increased from £10.04 to £10.527 per hour. Our Clerk will therefore needs her salary and contract amended to reflect this increase.

2. GP reported that a claim for personal injury has been sought by Mr. Luke Huntley following an incident in the Children's play park in March 2013 which was reported to the Council in December 2013. RM reported that the matter was being dealt with by the Council's insurers.

There being no further business of the Committee, the Chairman closed the meeting at 7.36pm

Signed:

Date: