

**Minutes of the Finance and Staff Meeting of Aston Clinton Parish Council, held  
on 26th November 2014 at 7pm  
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

G Plowman (Chairman)

J Hoinville

D Wallis

M Watson

R Maskell

Clerk: G Merry

3 members of the public

The Chairman stated with apologies that he must re-order the Agenda due to matters of a confidential nature. 2 Members of the Public agreed that they would leave at that point.

**14.203 Apologies:**

No Apologies were received

**14.204 Minutes**

The Chairman stated that since he had only received the previous minutes that day, it would not be possible to have them signed off. He also stated that he would go back through past minutes to see which ones have not been recorded in the minute book and signed off.

**14.205 Declarations of Interest**

Cllr Watson declared an interest i.e. that his son is paid to empty the bins in the Park.

Cllrs Wallis and Maskell declared an interest in the Precept as they live in the village.

**14.208 Selection of Vice Chair of the Finance and Staff Committee**

Cllr Wallis PROPOSED Cllr Hoinville, SECONDED by Cllr Watson and APPROVED.

**14.209 Bank Mandate**

Cllr Plowman will complete the form but did not need to have I.D. verification. Cllr Maskell has passed the master forms to the Clerk for completion and Cllr Watson will complete his forms and submit to the Clerk. The issue of Credit References was discussed in keeping-with the new Standing Orders and the fact that it is significantly cheaper to run a credit check yourself. Cllr Plowman agreed to find out if this would be sufficient to meet statutory obligations.

**14.209 (Additional): Management of the Clerk**

Cllr Plowman circulated Terms of Reference for the Staff Sub-Committee and stated that the matter must go on the next Finance & Staff committee meeting.

**14.210 Mowing by AVDC/BCC**

Cllr Plowman advised that AVDC had obtained quotes that were too high. BCC seemed to be planning not to cover the costs sufficiently and other Parish Councils are querying these plans. There is to be a meeting at Green Park on 4<sup>th</sup> December for Parish Councils to attend. Cllr Plowman suggested there was insufficient information to put a figure into the Precept and suggested deferring this until after the 4/12/14 meeting which he plans to attend.

At this point 2 members of the public left the meeting, leaving one remaining; being herself a Councillor (Cllr Savigar)

#### **14.206 Situation Report on 2014-15 Financial Year – Risks to the Reserve**

Cllr Plowman presented 3 documents: Current Account Monthly Reconciliation, Overall Summary at Month-End and Line Chart of Projected Forecast.

- i. The Hub: Cllr Plowman gave a brief summary of the rent arrears and concluded that the impact on the reserve will be significant. Cllr Wallis enquired whether the arrears had been invoiced and Cllr Maskell confirmed that they had. He also enquired why the Parish Council is spearheading this matter when we are not the only creditors. Cllr Plowman advised deferring this matter until the Hub working group has presented its findings at the next council meeting. It was confirmed that Mr Brennan is permitted to sell the Lease and the Hub is up for sale. The Clerk then advised that the discussion should end there and not stray into legal inaccuracies
- ii. Football: Cllr Wallis asked for 2 pitches to be cut immediately but no further cutting would be required for the year.

#### **14.207 First Pass at Precept Calculation**

- i. Cllr Plowman distributed Income and Expenditure lists for the 3 previous years and asked for speculative predictions for 2015. There followed discussions on each Income and Expenditure heading with figures suggested and inputted, along with risk factors ranging from 1-3.
- ii. The following Actions are noted for the Clerk:
  - Check which Park permits are up for renewal (dog training and fitness)
  - Check with Browns the status of the ride-on mower and find the quote for its repair
  - Find out who Buckland PC use for their churchyard maintenance
- iii. Re. Chairman's Allowance, Cllr Watson felt the Chairman should be allowed to claim expenses for meetings and travel over-an-above the norm. Cllr Plowman and Wallis felt that all councillors do a great deal of work on behalf of the Council without any recompense and are free to leave this voluntary role at any time. MOTION Cllr Watson PROPOSED keeping the Chairman's Allowance, seconded by Cllr Maskell. Cllr Wallis voted AGAINST, Cllr Hoinville ABSTAINED. Cllr Plowman use his Chairman's vote to vote AGAINST and the motion was DENIED.
- iv. Cllr Plowman explained how AVDC wishes the Precept to be calculated and advised that he would have a first pass at this. Cllr Maskell advised there are 2 small grants available and Cllr Plowman stated that he is aware of them.

#### **14.208 Date and Time of Next Meeting**

Monday 29<sup>th</sup> December at 7pm.

Councillors please note that this meeting will be an attempt finalise the Precept with a view to putting a formal proposal to the full Council on 7<sup>th</sup> January 2015. The final Precept must go to AVDC on 23/1/15.

Cllr Plowman thanked everyone for a long and detailed discussion but this was important in order to justify expenditure to members of the public.

The meeting closed at 8.45pm

Signed..... (Chairman)