ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting held at 1.30pm on **11th November 2024** at the Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair for agenda items FS24.23 to FS24.33), Cllr M Mason (Chair for agenda items FS24.34 to FS24.38), Cllr K Hickson, Cllr D McCall & Cllr L Ronson

FS24.23 Questions and Comments from the Public. No members of the public were present.

FS24.24 To Receive Apologies for Non-Attendance. None received.

FS24.25 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS24.26 To Receive a Presentation from CCLA on Investments via Teams
Kelly Watson from CCLA joined the meeting via Microsoft Teams and gave a presentation, providing details of the company, its credentials and philosophy as well as interest rates and investment terms and conditions. Councillors asked questions, received responses and discussed options.

FS24.27 To Approve the Minutes of the Meeting Held on 15th July 2024
The minutes of the meeting held on 15th July 2024 were approved as a true and accurate record and were signed by the Chair.

FS24.28 To Review the Council's Reserves Policy
The committee reviewed the Reserves Policy. **It was resolved to recommend to Council that no changes are required to the Reserves Policy.** **ACTION: Clerk**

FS24.29 To Review the Council's Training & Development Policy
The committee reviewed the Training & Development Policy. **It was resolved to recommend to Council that no changes are required to the Training & Development Policy.** **ACTION: Clerk**

FS24.30 To Review the End of Quarter 2 Budget and Consider Virements.
The year-to-date budget was reviewed. The committee considered the proposed virements and the Clerk answered questions on various budget lines. **It was resolved that the following virements be made:**

(a) £1000 be vired to Salaries: £800 from Contract Staff & £200 from Training
(b) £80 be vired to Pensions: £50 from Contract Staff & £30 from Training
(c) £50 be vired to Members Expenses from Office Equipment
(d) £430 be vired to Office Electricity from Office Maintenance
(e) £160 be vired to Insurance from Office Maintenance
(f) £350 be vired to Office Supplies from Office Phone
(g) £250 be vired to IT Software: £150 from Office Water & £100 from Membership
(h) £25,700 be vired to Professional Fees: £13,000 from Streetlight Electricity, £700 from Payroll & £12,000 from Grounds Maintenance
(i) £300 be vired to Noticeboards from Buildings Maintenance
(j) £500 be vired to Facilities Equipment Surveys from CCTV Maintenance
(k) £2,200 be vired to Facilities Equipment Maintenance: £400 from Street Furniture & £1,800 from Tree Work and
(l) £2,005 be vired to Streetlights Surveys from Streetlight Electricity.

ACTION: Clerk

DRAFT

FS24.31 To Consider the Draft 2025/2026 Budget

The figures for the draft 2025/2026 budget were considered and amendments made. Budget lines were added for the drainage works near the all-weather pitch project , and the installation of a CCTV column near the all-weather pitch and compound. **It was resolved to recommend to Council that the draft 2025/2026 budget with the precept remaining at £317,326 be approved**. **ACTION: Clerk**

FS24.32 To Note the Changes to the Council's Bank Accounts Interest Rates

The committee noted the changes to the ebank's interest rates, with the Nationwide Building Society reducing its rate from 2.25% to 2.05 from 1st November 2024 and Barclays Bank reducing their rate from 1.5% to 1.40% from 19th December 2024.

FS24.33 To Consider Investment Options for Council's Reserves

The committee considered the investment opportunities offered by the CCLA's Public Sector Deposit Fund, Buckinghamshire Building Society's Company 120 Day Notice account and The Cambridge Building Society's Council Saver Account. **It was resolved to recommend to Council that £300,000 be invested in the CCLA's Public Sector Deposit Fund**. **ACTION: Clerk**

Cllr Read left the meeting at 3.10pm

FS24.34 To Appoint an Internal Auditor for 2024/2025

It was resolved to reappoint Joanna Simmons as the Council's internal auditor for 2024/2025. The clerk would request a letter of engagement. **ACTION: Clerk**

FS24.35 To Consider Arrangements for the Sale for the HP Officejet Pro Printer

The Clerk reported that the HP Officejet printer had been purchased in 2019 for £132. It was replaced earlier in the year with a printer with additional capabilities. Research on eBay and Facebook indicated that a used price for the printer was between £40-£50. **It was resolved to sell the HP Printer for £50 on either Facebook or eBay**. **ACTION: Clerk**

FS24.36 To Note the Office Cover During the Christmas Period

It was noted that the Council office would be closed between 23rd December and 2nd January. Arrangements would be made for Cllr Mason and Cllr Read to take emergency calls during this period. **ACTION: Clerk**

FS24.37 It was resolve that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public be excluded from the meeting for the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

FS24.38 To Note the Updated Pay Scales Following the 2024/25 Local Government Services Pay Agreement

The updated pay scales following the 2024/2025 Local Government Pay Agreement 2024 were noted and the pay award and backdated pay would be implemented in the November 2024 payroll. **ACTION: Clerk**

The meeting closed at 3.15pm

Signed……Date ……

DRAFT

CCLA
GOOD INVESTMENT

Statement of Account

ASTON CLINTON PARISH COUNCIL
Council Office
Aston Clinton Park
London Road, Aston Clinton
Bucks
HP22 5HL

5 February 2025

Account name: **ASTON CLINTON PARISH COUNCIL**
Account number: **PS1008643-001**
Statement period: **31/12/2024 to 31/01/2025**

Account summary

Total valuation as at 31 January 2025	**£280,000.00**
Total valuation as at last statement at 31 December 2024	**£0.00**

Holdings as at 31 January 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	280,000.0000	£1.00	£280,000.00

Total value
£280,000.00

Transactions for the period from 31 December 2024 to 31 January 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
17/01/2025	Deposit	50,000.0000	£1.0000	£50,000.00
21/01/2025	Deposit	100,000.0000	£1.0000	£100,000.00
28/01/2025	Deposit	80,000.0000	£1.0000	£80,000.00
31/01/2025	Deposit	50,000.0000	£1.0000	£50,000.00

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 4.72% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jan 2025	04/02/2025	Paid to Nominated Bank Details	£286.81	

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

Aston Clinton Parish Council
Scheme of Delegation

Adopted: Last Review: Next Review:

1. Introduction

1.1 This Scheme of Delegation aims to clarify the manner in which Aston Clinton Parish Council has delegated its powers and the authority to spend.

1.2 The Local Government Act 1972 s101 sets out the power to delegate functions. The Parish Clerk is defined as the Proper Officer who will carry out functions provided by the Local Government Act 1972 and the Responsible Financial Officer in accordance with the Accounts and Audit Regulations.

1.3 A Parish Council does not have the power to delegate a decision to an individual councillor or a working group.

1.4 Any deviation from this scheme should be reported to the Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

1.5 The Council may revoke any delegated authority at any time, following a resolution.

2. FULL COUNCIL

2.1 The matters below are the sole responsibility of the Full Council:

- Approval of the annual budget;
- Setting the precept;
- Approving the Annual Governance & Accounting Return Statement;
- Borrowing money;
- Establishing committees and agreeing or amending their terms of reference and appointing Chairs;
- Confirming eligibility to exercise the General Power of Competence;
- Making, amending or revoking standing orders, financial regulations, or this scheme of delegation;
- Approving community grants;
- Appointing representatives to outside bodies;
- Making bylaws;
- Approving expenditure over £7,500;
- Approving expenditure from General or Earmarked Reserves;
- Writing off bad debts;
- Appointing or dismissing the Parish Clerk and Responsible Financial Officer;
- All other matters which must, by law, be reserved to the full Council.

3. Committees, Sub-Committees & Working Groups

3.1 Procedures for delegation for specific committees and sub-committees are specified under their terms of reference. Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

3.2 Working parties or groups have no delegated powers. They are only able to recommend a course of action to the Council or the committee or subcommittee under which they are formed.

3.3 **The Facilities Committee** have delegated authority to :

- Approve expenditure and appoint contractors in respect of the maintenance, enhancement, management and regulation of the Council's facilities and services;

- Determine fees and charges to be charged by the Council in respect of the Council's facilities and services;
- Determine the conditions of hire and lease of the Council's facilities and services;
- Develop policy documents relating to the Council's facilities and services;
- Approve risk assessments relating to the Council's facilities and services.

3.4 **The Planning Committee** have delegated authority to:

- Submit comments and recommendations regarding planning applications to the local planning authority;
- Respond to consultations regarding planning issues or issues including infrastructure for the village which may have an impact on planning;
- Authorise expenditure consistent with the responsibilities of the Planning Committee and within the budget set for legal and professional fees.

4. Proper Officer & Responsible Financial Officer

4.1 The Parish Clerk shall be the Proper Officer & Responsible Financial Officer of the Council and as such is specifically authorised to:

- Receive declarations of acceptance of office;
- Receive and record notices disclosing personal and prejudicial interests;
- Grant dispensations;
- Receive and retain plans and documents;
- Sign notices or other documents on behalf of the Council;
- Receive copies of bylaws made by the local authority;
- Certify copies of bylaws made by the Council;
- Sign and issue summons to attend meetings of the Council and its committees and sub-committees;
- Arrange insurance.

4.2 In addition to the responsibilities set out above, the Clerk/Responsible Financial Officer has the delegated authority to undertake the following matters on behalf of the Council:

- The day-to-day administration of services together with routine inspections and control;
- The day-to-day supervision and control of all staff employed by the Council in accordance with the Council's policies and procedures;
- The day-to-day administration and oversight of the burial ground and allotments;
- Respond to any correspondence requiring or requesting information relating to previous decisions of the Council but not requiring an opinion to be taken by the Council or its committees;
- Handle requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations, in consultation with the Chair or Vice Chair;
- Update and manage the content of the Council's website and Facebook account;
- Dispose of Council records in accordance with the Council's Document Retention Policy;
- Prepare and submit comments to consultations or correspondence where the Council's policy stance is known;
- Prepare and submit comments to planning applications where a deadline falls before the next available Planning Committee meeting in consultation with the Committee Chair;
- Authorise routine expenditure within the agreed budget;
- Authorise emergency expenditure of up to £1000 on behalf of the Council in collaboration with the Chair of the Council and the Chair of the relevant committee;
- Dispose of Council equipment or assets with an estimate worth less than £250;
- Authorise relevant training courses for staff and councillors provided the expense can be met from the approved budgets;

- Release any financial-related reports or documents to the Council in the discharge of its Responsible Financial Officer responsibilities.

4.3 Where the Parish Clerk is contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Chair of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

5. Delegation Limtations

5.1 Committees, sub-committees and working groups shall at all times act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, bylaws or orders made and with any directions given by the Council from time to time.

Aston Clinton Parish Council
Staff Appraisal Policy

Adopted: 19 April 2023 Next Review: April 2025

1. INTRODUCTION

1.1 Aston Clinton Parish Council is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the council to achieve its objectives.

1.2 The staff appraisal policy supports the staff appraisal scheme. The scheme is a formal process centered on an annual meeting of each employee and their line manager to discuss their work.

1.3 The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objectives.

2. CORE PRINCIPLES OF THE APPRAISAL POLICY

2.1 The appraisal process aims to improve the effectiveness of this Council by contributing to achieving a well-motivated and competent workforce.

2.2 Appraisal is an ongoing process with an annual formal meeting to review progress.

2.3 The appraisal meeting is a two-way communication exercise to ensure that both the needs of the individual and of the Council are being met and will be met in the next year.

2.4 The appraisal meeting will review the previous year's achievement and will set an agreed Personal Action Plan for the coming year for each member of staff.

2.5 All employees are required to participate in the appraisal process except new starters in a probation period, staff on temporary contracts of less than a year and casual or agency workers.

2.6 The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.

3. APPRAISAL IMPLEMENTATION

3.1 Performance appraisal meetings will be held annually. The Clerk's appraisal will take place first in the annual cycle (conducted by the Chair and/or Councillor from the Finance & Staffing Committee), followed by the Assistant Clerk and then the Admin Assistant (conducted by the Clerk and/or Councillor from the Finance & Staffing Committee).

3.2 All employees are entitled to request that their line manager be excluded from part or all of the appraisal. Requests should be submitted to the Chair of the Finance & Staffing Committee.

3.3 The meeting will be held in private. Information shared during the appraisal will be shared only with the Finance & Staffing Committee, confidentiality of the appraisal will be respected. The appraiser will be expected to be familiar with the employee's work.

3.4 All appraisal documents (the staff appraisal form, current job description, agreed objectives, previous Personal Action Plans and training needs) should be issued to both parties at least seven days prior to the meeting, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for discussion.

3.5 A time and venue for the meeting will be advised at least one week before the meeting takes place.

4. THE APPRAISAL MEETING

4.1 The appraisal meeting will provide an opportunity for both the employee and the appraiser to reflect and comment on the previous year's achievements.

4.2 The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual. The discussion should be a positive dialogue and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their abilities.

4.3 The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that they do not agree with.

4.4 The appraisee and appraiser should agree on a Personal Action Plan for the appraisee for the following year. This will reflect the employee's aspirations and the Council's requirements and should align personal and Council goals.

4.5 Completed documents will be shared with the employee within seven days of the appraisal.

4.6 The Council and the line manager will support the individual to achieve these goals during the forthcoming year. Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Action Plan.

5. RESPONSIBILITIES

Pre-Appraisal

5.1 The Clerk will distribute appraisal forms two weeks prior to the appraisal and collect them one week before the appraisal.

5.2 The person being appraised must complete Section 1 of the Staff Appraisal Form.

5.3 The appraiser will review the completed Section 1 of the Staff Appraisal Form and complete Section 2.

5.4 The appraiser should review the last appraisal and prepare for the appraisal discussion by referring to all inputs and the relevant job description.

The Appraisal

5.5 The appraisal will be conducted by reviewing the Staff Appraisal Form, the job description, agreed objectives, previous Personal Action Plans and training needs.

5.6 During the meeting a new Personal Action Plan (Section 3 of the Staff Appraisal Form) will be drawn up. This action plan should include any training skills or experience and often will include day-to-day work activities.

Post Appraisal

5.7 As soon as possible following the appraisal, the appraiser will produce a written appraisal form, which will have been drawn up during the appraisal. The appraisal form will include:

- Details of agreed objectives and a Personal Action Plan;
- An assessment of the employee's performance against their objectives;
- An assessment of an employee's professional development needs and any action that should be taken to meet them.

5.8 The appraisal form will be discussed at a Finance & Staffing Committee meeting.

5.9 A final version of the appraisal form (marked confidential) will be copied to the employee and another copy will be held on the employee's personal file.

5.10 The Finance & Staffing Committee and Clerk in liaison with employees will ensure any training, development and support requirements identified in the appraisal are considered.

6. APPEAL PROCEDURE

6.1 Following the receipt of the written appraisal report, the employee can comment on the report if they are dissatisfied with any of the points raised in the report.

6.2 In the first instance, the employee should discuss the matter with the appraiser and seek to resolve these concerns.

6.3 If following a discussion there remains disagreement on the content, objectives or outcomes, the employee can appeal in writing to the Chair of the Finance & Staffing Committee.

6.4 An appeals panel will be established consisting of the Chair of the Finance & Staffing Committee or their nominated representative and two members of the Council who have not been involved in the appraisal.

6.5 The appeals panel will meet within 10 working days of receipt of the appeal, although the employee can request a postponement and suggest an alternative date within five days of the original date.

6.6 The appeals panel will investigate the issues raised in the employee's letter of appeal. The panel can take evidence from the employee and the members of the appraisal team.

6.7 The employee can be assisted at any stage of this appeal procedure, including initial discussion with the appraiser and at an appeals panel, by a union representative or a representative of his or her choice.

6.8 The employee should be informed promptly and in writing of the appeal panel's decision.

6.9 The decision of the appeals panel is final.

STAFF APPRAISAL FORM

SECTION 1: To be completed by the Employee

Employee Name:		Appraiser(s):
Job Title:		
Date of Appraisal:		

Use your job description and previously agreed objectives to complete this section of the form. Please review your job description to ensure continued relevance.

PERFORMANCE	**Comments**
How would you describe your overall performance in the past 12 months?	
Which parts of the job have you performed most effectively?	
Which parts of your job have not gone so well?	
State any part of your job description that you are not doing?	
State areas of work which are not in your job description?	
Is there any action that could be taken by the Council to make it easier for you to do your job	
Skills & Expertise	**Comments**
What are your key strengths in your job?	

What additional skills and expertise have you gained over the past 12 months?	
Do you possess skills and strengths not fully used in your job?	
Development Needs	**Comments**
What parts of your job do you find most difficult and why do you find them difficult?	
Has a lack of a particular experience or skill affected your performance?	
What additional training have you undertaken during the review period?	
How effective has this training been?	
What additional training or experience would now be of benefit to help you achieve future targets/objectives?	
Objectives/Target Setting	**Comments**
What potential individual objectives/targets do you want to discuss with your appraiser?	
What potential objectives/targets have high priority?	
Describe any particular help and/or support you feel you need to achieve your objective/targets.	

STAFF APPRAISAL FORM

SECTION 2: To be completed by the Appraiser

Employee Name:		Appraiser(s):
Job Title:		
Date of Appraisal:		

Consider what the employee has written in **Section 1** and make comments in this section.

Concentrate on areas where there are difficulties or disappointment noted, or where there is a specific wish to receive support in some form.

The objectives should cover key aspects of the post holder's job. They should have direct relevant to the Council's aims and objectives for the next year.

Comment on overall performance during the last 12 months (include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives)**. How did it go from Council's viewpoint? Do you agree with the assessment of achievements and problems? Do you agree with the training and development needs identified? Are there any other areas which you would like to discuss?**

Signed by Employee

Signed by Appraiser

Date

Date

SECTION 3: PERSONAL ACTION PLAN

DATE:

EMPLOYEE NAME: **SIGNATURE:**

APPRAISER/MANAGER: **SIGNATURE:**

This section provides the opportunity to record objectives for the coming year and agree training/development plans.
Agreed objectives should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives.

Objectives: What do I want to be able to do / do better?	**Success Criteria:** How will I recognise success? How will I review and measure my success?	**Actions:** What methods, training or resources will I use to achieve my objectives?	**Implementation:** How will I practice and apply what I learn?	**Timeframe:** When do I hope to have achieved this
1.				
2.				
3				
4				