

Minutes of the Finance and Staffing Committee of the Parish Council on Wednesday, 10 February 2021 at 6.30pm at the Parish Council Virtual Meeting Room.

Present

Cllr Watton (Chairman)
Cllr Tubb
Cllr Wyatt
Cllr Duffield
Cllr Ronson
Cllr Judge

In attendance

E Barry (Clerk) and Rachel Bennett (recording)

21.11 Apologies

There were none.

21.12 Declaration of Interests:

For Councillor's to declare any personal or prejudicial interests.
There were none.

21.13 Minutes of previous meetings

PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED.

21.14 Public Participation

There were none.

21.15 Financial Situation reports

i. Reconciliations

Cllr Watton had completed the reconciliations prior to the meeting, and all was in order.

ii. Month-end reports and budget status

There was nothing new to add since the last meeting. The Clerk confirmed they were still awaiting figures from the Football Club regarding income from the all-weather pitch. This was expected to be down as it had been closed for some time.

iii. Community Centre

Reports and budget status

Reports had been circulated prior to the meeting to review. The Clerk highlighted the following points:

- Main contract total projected up £630 to £1,827,530 (due to OHP on drains and a potential extra £364 for shower door handles.
- Development costs actual/paid, up from £2700.
- Development costs total projected down £5,475 (as architect CA fees confirmed as not being charged for December and January and £1,500 CBG predicted acoustic fee no longer required)
- Total Expected fees for Main contract and development costs down £4,845.47 to £2,052,490
- Costs outside main change was to the Soft Landscaping forecast which had increased around 5K to £14K to include the addition of picket fencing to soft landscaping areas should that be approved at parish council.

- Contingency for outside the contract was currently estimated at just under £4K and expected the AV to come in under budget so there was still available contingency.
- Total expenditure to date was £2m1k against a total budget of £2m152k.

There had been a request from the contractor to split the utility bills 50/50 for the community centre. There had been a proposal back of 80/20, but this would need to be agreed by the parish council in any case. It was noted that the heating of the building (gas) would be the responsibility of the contractor until the building was handed over to the Parish Council.

-S106 update

The Deed of Variation had now been signed by Buckinghamshire Council. The remaining amount from Stratford Close would be drawn down before the end of the financial year.

-Public Works Loan – to discuss future repayment options

Once there was more known about the site land South of Aylesbury Road there would be a discussion about repaying the loan back in full. No decision would be made until that point.

-Review of invoices

The Clerk raised the following regarding general invoices:

- The invoice for the portable offices would be taken by the parish council at the next meeting.
- The insurance invoice was for the additional cost of including the community centre and was pro rata.
- MT loos invoice slightly reduced due to the reduction to one toilet for January.

The Clerk raised the following regarding community centre invoices:

- These invoices would be signed off at the parish council meeting.
- British Gas bill (gas and electric) was from the final metre readings for the community centre prior to handover and was hoped the majority would be reimbursed by Edgar Taylor.
- Edgar Taylor had invoice 50% of the retention budget. The rest would be released 12 months after handover.
- CBG Consultants - Aston Clinton - New Village hall (hayward smart architects) – Delegated Authority (DA) recommended to pay.
- Hayward Smart – Contract administration was on hold. - DA recommended holding to end of defects period. The Clerk had also asked them to remove £500 for chairing and minuting as no site meeting was held that month.

Iv. Payments to be agreed

The committee were asked to agree all invoices other than one for the portable offices and those relating to the community centre.

It was noted that there were some charges claimed for damage to the portable offices. The damages had been agreed, but not the cost; this would be negotiated with the supplier. Once an amount was agreed it would be to the café and football club to cover the cost.

MOTION: To approve payment of invoices PROPOSED by Cllr Ronson, SECONDED by Cllr Tubb and AGREED.

| Date | Company | For | Amount £ | Vat £ | Total £ |
|--|---------------------------------------|---|------------|------------|------------|
| 08/02/2021 | Viking | Paper and other office supplies | £54.86 | £10.97 | £65.83 |
| 01/02/2021 | Portable Offices | Take down and collection of cabins | £24,230.40 | £4,846.08 | £29,076.48 |
| 01/02/2021 | Came&Company local council scheme | Parish Council scheme - Hiscox Insurance company limited from 27/01/2021 - 24/10/2021 to include new Community Centre | £912.11 | £0.00 | £912.11 |
| 31/01/2121 | MT Loo's | Portaloo hire x 2 for part and then 1 x for January | £175.00 | £35.00 | £210.00 |
| 29/01/2021 | Frank Cooper and sons limited | Grounds maintenance contract - 10th payment of 12. | £1,442.92 | £288.58 | £1,731.50 |
| 06/11/2020 | Richard Buxton Solicitors | Aylesbury Road development, professional charges 05/11/2020 - A.Parkinson drafting submissions. | £1,839.30 | £367.86 | £2,207.16 |
| Community Centre Invoices - APPROVED by committee | | | | | |
| 04/02/2021 | British Gas | British Gas Community Centre gas bill to 1st February | £1,231.53 | £246.30 | £1,477.83 |
| 01/02/2021 | Edgar Taylor Construction | New: Community Centre Aston Clinton - Gross invoice | £50,942.17 | £10,188.43 | £61,130.60 |
| 01/02/2021 | British Gas | British Gas Community Centre electricity bill to 1 st February | £763.47 | £152.69 | £916.16 |
| 31/01/2021 | M&J Welding | Provide PPE, method and risk assessment, supply plant and labour to site (11th January) Fit Oak beams into P.F.C top beam, line gas cut plates back in line, weld both sides, spray cold zinc galvanised. 8 Hours | £304.00 | £60.80 | £364.80 |
| 25/01/2021 | Artemis Chartered Landscape Architect | Setting out of plants at Aston Clinton New Community Centre | £180.00 | £ - | £180.00 |
| 12/01/2021 | Mark Stroud | Carpentry work carried out at new hall & social club Aston Clinton Park to fit new kitchen & worktops - remaining balance out of a total of £1200 for CC FF servery fit out. | £200.00 | £0.00 | £200.00 |
| 22/12/2020 | James Turner I.C.I.O.B | U value calculations with regards to Aston Clinton Community C | £60.00 | £0.00 | £60.00 |
| 30/11/2020 | CBG Consultants | Aston Clinton - New Village hall (hayward smart architects) | £1,890.20 | £378.04 | £2,268.24 |
| 27/11/2020 | Hayward Smart Architects | Contract administration - Including chairing site meeting for month of November 2020 | £2,700.00 | £540.00 | £3,240.00 |
| 30/10/2020 | CBG Consultants | Aston Clinton - New Village Hall | £630.20 | £126.04 | £756.24 |
| 27/10/2020 | Hayward Smart Architects | Contract administration including chairing site meeting for month of October 2020 | £2,700.00 | £540.00 | £3,240.00 |
| Direct Debits FYI: | | | | | |
| 01/02/2021 | Buckinghamshire Council | General Waste 1100 rental for January 2021 - (20 at £2.10) & Empty (11 at £9.15) | £142.65 | £0.00 | £142.65 |

21.16 Virement

The Clerk recommended that the balance of the landscaping budget be moved to the community centre budget where it would still cover remaining elements of the Community centre soft landscaping with the remainder going towards other community centre items, as detailed in the agreed in the community centre budget report.

MOTION: to recommend to full council, virement of remaining balance from budget 4365 Park Landscaping to 4321 Community Centre PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

21.17 Your café in the park rent

i. Base Rent for March

It was agreed that there would be no base rate charged to the café for March.

MOTION: To agree Café in the park base rent for March PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED

ii. Turnover rent instalments

Cllr Watton explained that the café made payments on account for base rent and turnover and paid the same amount during the last year which would now result in a repayment from the Parish Council. In order to narrow the gap of payback, it was suggested that the café made no payment in January, February and March. The clerk highlighted that if agreed, they would be closing the financial year at £9317 which was £2683 down on the budgeted 12K.

MOTION: To agree turnover rent instalments for monthly invoicing PROPOSED by Cllr

Ronson, SECONDED by Cllr Tubb and AGREED.

20.18 COVID-19 Insurance Claim

Cllr Tubb updated the committee that they were still in the process of putting in a claim form. This had been complicated by public bodies submitting claims needing to submit annual reports and accounts or would be rejected. Cllr Tubb continued to source the correct form and all the required information was to hand to go ahead with the claim as soon as they could.

20.19 Date of next meeting

10 March at 6.30pm via Teams.

Signed.....Date