



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting
held at 2.00pm on **20th May 2024** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr K Hickson, Cllr M Mason, Cllr D McCall & Cllr L Ronson

FS24.01 Questions and Comments from the Public. No members of the public were present.

FS24.02 To Receive Apologies for Non-Attendance. None received.

FS24.03 To Elect a Vice-Chair. It was resolved to elect Cllr M Mason as the Vice-Chair.

FS24.04 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS24.05 To Approve the Minutes of the Meeting Held on 8th April 2024

The minutes of the meeting held on 8th April 2024 were approved as a true and accurate record and were signed by the Chair.

FS24.06 To Consider the 2024/2025 Reserves Allocation

The committee considered the 2024/2023 reserves allocation. It was noted that £96,000 from general reserves had been set aside for the traffic calming and £15,500 to cover the 2024/25 budget deficit. It was resolved that the following be allocated (a) £5,000 to Street Furniture Reserve, (b) £5,000 to Major Asset Repair Reserve, (c) £5,000 to Park View Resurfacing Reserve, (d) £5,000 to Beach Area Improvements Reserve and (e) £5,000 to be deducted from the ANPR Reserve. Leaving £184,824 in General Reserves. The allocation would be reviewed in 6 months. **ACTION: Clerk**

FS24.07 To Review the Financial Regulations Following the Recent NALC Update

The committee considered the updated NALC Model Financial Regulations which had been issued earlier in the month. Amendments were made and it was agreed that the draft document be submitted to Council for adoption. **ACTION: Clerk**

FS24.08 To Note that a S106 Project Authorisation Form had been Submitted for the Installation of Gym Workstations

The S106 Project Authorisation form was for £25,607 from the 20/01119/APP Land to the rear of 11 London Road S106 allocation. It was noted that this was the only S106 allocation that could be used for the installation of gym workstations.

FS24.09 Resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

FS24.10 To Note the Staff Appraisals Documentation

The Clerk reported that due to a delay in carrying out the appraisals this item would be deferred to the next meeting of the Committee. **ACTION: Clerk**

FS24.11 To Consider for Approval the Updated clerk/RFO Job Description

An action from the 2023 staff appraisals was the review of the Clerk's job description in order to detail the RFO role more clearly. It was resolved to approve the updated Clerk/RFO Job description. **ACTION: Clerk**

FS24.12 To Consider Reviewing the Clerk's Pay Scales

It was agreed that the updated Clerk/RFO job description would be used in the evaluation of the pay scale for the role using the SLCC's job evaluation template.

ACTION: ALL

The meeting closed at 3.15pm

Signed.....Date