



# ASTON CLINTON PARISH COUNCIL

Minutes of the Finance and Staffing Committee meeting  
held at 1.30pm on 11<sup>th</sup> 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 15<sup>th</sup> July 2024**  
The minutes of the meeting held on 15<sup>th</sup> 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**

**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 1<sup>st</sup> November 2024 and Barclays Bank reducing their rate from 1.5% to 1.40% from 19<sup>th</sup> 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 23<sup>rd</sup> December and 2<sup>nd</sup> 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 .....