

Bovingdon Parish Council

The Memorial Hall
High Street
Bovingdon
Herts
HP3 0HJ

Tel: 01442 833036

Email: office@bovingdonparishcouncil.gov.uk

PARISH OF BOVINGDON

NOTICE OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE

Dear Councillor,

I hereby give you notice that the next meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** of the above named Parish will be held at **THE MEMORIAL HALL, HIGH STREET, BOVINGDON ON THURSDAY 20 JUNE 2019 AT 5.30 P.M.**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated this day 13 June 2019

Mike Kember

Clerk to the Council

To:

Councillor Graham Barrett
Councillor Julie Steer
Councillor Dave Stent
Councillor Pauline Wright

Business to be transacted as on attached sheet

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TO MEMBERS OF THE FINANCE & GENERAL PURPOSES COMMITTEE

You are hereby summoned to the Meeting of the Finance & General Purposes Committee to be held on Monday 20 June 2019 at 5.30 p.m. at The Memorial Hall, High Street, Bovingdon to transact the business set out in the attached Agenda:

AGENDA

1. Apologies for Absence
2. Declaration of Interests
3. Minutes of the Meeting of the Finance & General Purposes Committee held on 20 May 2019
4. Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 20 May 2019 not on the agenda
5. To agree the draft Memorial Hall Accounts for 2018 – 19 (to include list of debtors, creditors, liabilities. Any monies due from Parish account)
6. To review the Parish Council and Memorial Hall reserves (to include naming structures e.g. forecourt - Grant / Donations, Memorial Hall)
7. To review the Parish Council's Investments
8. To review when the VAT return is produced (to include how much VAT can be claimed each year; include column for VAT in list of payments)
9. Review list of payments headings
10. Discuss timeline for finance – (End of Year for Parish and Memorial Hall accounts, budgets, VAT, committee reports, invoicing [recorded based on financial year], quarterly reports to include list of payments, debtors etc. / Could the accounts replace Committee Reports? Annual Charity Commission return)
11. Invoicing
12. To consider and review the Parish Council's CIL receipts
13. Feedback on visit to Northchurch Parish Council to look at their accounting software package
14. Any other urgent business
15. Date of next meeting – to be arranged

To consider passing a resolution in the following terms:

Exclusion of the public

Part II - That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the item(s) in Part II of the agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of information relating to:

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