

Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee
held via remote video conference
on Monday 22 February 2021 starting at 6.00 p.m.

Present:

Councillor Graham Barrett
Councillor Julie Steer (Chairman)
Councillor Dave Stent
Councillor Phil Walker

Also Present:

Mike Kember
Dave Kirk, Responsible Financial Officer (RFO)

1.	Apologies for Absence	
	There were no apologies for absence.	
2.	Declaration of Interests	
	There were no Declarations of Interest.	
3.	Minutes of the Meeting of the Finance & General Purposes Committee held on 16 December 2020	
	It was agreed by those present at the meeting that the minutes of the meeting held on 16 December 2020 were a true representation of the meeting and will be signed by Councillor Steer.	
4.	Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 16 December 2020 not on the agenda	
4.1	Recharge costs Parish / Memorial Hall	
	<p>Councillor Steer referred to the spreadsheet produced by the RFO giving some preliminary costings. A calculation has been made of the number of meetings held by the Parish Council in The Memorial Hall, which based on the hire charge equates to £1,082. The public toilets are currently funded by the grant of £4,374 received from Dacorum BC. If this was reduced, then the Parish Council may need to pick up the difference.</p> <p>The final cost to the Parish Council for its use of the Memorial Hall is £14,549. This will come into effect from 1 April 2021 and be reviewed yearly at the first Finance & General Purposes Committee meeting after the Memorial Hall End of Year (EOY) accounts have been produced. Any payment for the previous year will be made after the EOY accounts have been produced.</p>	Councillor Steer / Parish Clerk / RFO
4.2	Parish Council End of year accounts 2019 -20 – Rialtas report	
	The RFO circulated the Parish Accounts for the financial year ending 31 March 2020, which have now been entered onto the Rialtas system for the Committee to review. The RFO is concerned that this format does not currently make the account reports easily understandable to the non-technical reader and he would be prepared to transfer these results to a spreadsheet for a more informative presentation. However, it was agreed that it would be preferable to keep everything in line with the Rialtas system, including cost centres for specific budgets, for example, Neighbourhood Plan, Christmas Lights, etc. The RFO agreed to produce a revised format on the Rialtas system for circulation to the Committee on 23 February for comments..	Councillor Steer / Parish Clerk / RFO
4.3	Unity Trust Bank v Coop including financial regulations	

	To be finalised at the next meeting.	RFO
4.4	2021 – 22 Budgets	
	The completed forms have been returned to Dacorum Borough Council.	
4.5	Community Infrastructure Levy (CIL)	
	Councillor Steer has written to Dacorum BC with updates.	
4.6	The Local Restrictions Support Grant LRSG and Additional Restrictions Support Grant ARG	
	A grant of £1,334 has been received from the National Lockdown Support Grant in respect of the Memorial Hall.	
4.7	Outstanding hire fee	
	The Committee was informed that the outstanding payment has been received.	
5.	2020 – 2021 Budget – spend to date	
	The RFO gave an update. In general the budgets are on target although there will be a slight overspend on the administrative budget due to new expenses, for example, cost of Zoom meetings, additional costs incurred with Rialtas system.	
6.	Rialtas Accounting Package	
6.1	To approve the Rialtas reports for the Memorial Hall / Parish Council for periods ending during 31 October 2020 to 31 January 2021	
	<p>These were agreed as follows:</p> <p>6.1.1 Bank Reconciliation Statement - Current Account – Memorial Hall / Parish Council</p> <p>6.1.2 Bank Reconciliation Statement - as required for Deposit, Hampshire Trust, Skipton for Memorial Hall / Parish Council accounts</p> <p>6.1.3 Bank Reconciliation (list of payments / receipts) - Current Account – Memorial Hall / Parish Council</p> <p>6.1.4 Bank Reconciliation (list of payments / receipts) as required for Deposit, Hampshire Trust, Skipton or Memorial Hall / Parish Council accounts</p> <p>6.1.5 Detailed Income & Expenditure by Budget Heading – Cost Centre Report - Current Account – Memorial Hall / Parish Council</p> <p>6.1.6 Detailed Income & Expenditure by Budget Heading – Cost Centre Report as required for Deposit, Hampshire Trust, Skipton or Memorial Hall / Parish Council accounts</p> <p>6.1.7 Bank - Cash and Investment Reconciliation - Current Account – Memorial Hall / Parish Council</p> <p>6.1.8 Bank - Cash and Investment Reconciliation as required for Deposit, Hampshire Trust, Skipton or Memorial Hall / Parish Council accounts</p>	
7.	Update on investments	
	<p>The current position at 22 February 2021 is:</p> <p>Hampshire Trust Bank</p> <ul style="list-style-type: none"> • Bovingdon Parish Council - 90-day Business Notice Account - £55k • Memorial Hall - 90-day Business Notice Account - £40,595.06 <p>Skipton Building Society</p> <ul style="list-style-type: none"> • Bovingdon Parish Council - One year fixed bond issue - £20,278.47 - Matures 23 October 2021. • Bovingdon Parish Council - 45-day notice account issue - £15,063.66 – opened 8 October 2020. 	

	<ul style="list-style-type: none"> • Memorial Hall - £10k - One year fixed bond issue – Matures 15 April 2021 - to be discussed nearer maturity date <p>Co-operative Bank</p> <ul style="list-style-type: none"> • Parish Council Deposit A/c – £31,393.27 • Parish Council Current A/c – £2,322.22 • Memorial Hall Deposit A/c - £ 37,050.11 • Memorial Hall Current A/c - £ 1,510.81 	
	Councillor Phil Walker joined the meeting at 6.56 p.m.	
8.	Documentation - Parish Council Financial Risk Assessment to approve risk ratings	
	Councillor Steer confirmed that the Memorial Hall Asset Register is under review. The RFO to review other finance documentation. Approved the Parish Council Financial Risk Assessment. Decision to be ratified at the Parish Council meeting to be held on 1 March 2021.	RFO / Parish Clerk
9.	Health & Safety	
9.1	COVID-19 arrangements	
	The Assistant to the Parish Clerk was contacted by the Health & Safety Executive (HSE) on 27 January 2021 regarding the COVID arrangements that are in place for members of staff at the Memorial Hall. It was explained that the Parish Office is currently closed and all staff are working from home as per the government's guidelines. The HSE were satisfied, but did say that once things change with the lockdown they may contact us again. They are doing random spot checks.	
	The HSE also asked about the Memorial Hall and what it is used for, but once explained she really only seemed to be interested in how Bovington Parish Council are keeping their members of staff safe and not necessarily how we are keeping the building safe. Councillor Steer confirmed that only the Bovington Preschool, Child Health Clinic and Blood Donors are currently able to use the Memorial Hall during the current COVID-19 lockdown. All other groups are unable to use the Memorial Hall at this time.	
9.2	Elections - 6 May 2021	
	The Parish Council has been contacted by Dacorum BC, regarding COVID-19 procedures, as the Borough Council are ensuring all of the venues booked for the Local Elections in May are COVID secure. A borough representative visited the Memorial Hall on 1 February 2021 and Councillor Steer met with them to review the layout and COVID precautions, etc. No issues were identified.	
10.	Any other urgent business	
10.1	Memorial Hall – Gas / Electricity contracts	
	On the advice of the Community Development Agency for Herts, the Assistant to the Parish Clerk contacted Utility Aid Ltd who act as energy brokers and the Parish Council has entered into a two-year contract for the supply of gas and electricity with EDF. This will produce a saving in the region of £2k over the contract period.	
10.2	Memorial Hall clock	
	Councillor Steer reported the external electricity sockets on the apex of the Memorial Hall can only be accessed via the flat roof over the front extension. As this poses health & safety issues, the possibility of re-locating these to inside the Main Hall, where the fuse cupboard is located is being investigated. At the same time the possibility of replacing the external clock with one which,	Councillor Steer / Asst. to the Parish Clerk

	sets automatically is being looked into as the existing clock has to be manually changed when the clocks change twice a year. As the Memorial Hall is 100 years old in 2021, it is suggested that to commemorate this event that the new clock is inscribed with this wording or similar - Memorial Hall - 1921-2021.	
10.3	Bovingdon Bowls Club	
	Agreed that with effect from 1 April 2021, the rent received from the Bowls Club should go into the Parish Council account. The Parish Clerk was asked to write to the Bowls Club setting out the revised arrangements together with the new bank details.	Parish Clerk
10.4	Insurance	
	The RFO is obtaining quotations for the renewal of the Parish Council's Insurance on 1 April 2021.	RFO
11.	Date of next meeting	
	Tuesday 4 May 2021 starting at 6.00 p.m. Depending on COVID restrictions the meeting will either be held remotely via video conference or in The Memorial Hall.	Parish Clerk
	Meeting closed at 7.15 p.m.	

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