Bovingdon Parish Council

Parish Council Office
Memorial Hall
High Street
Bovingdon
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Meeting of the Finance & General Purposes Committee
held in the Memorial Hall, High Street, Bovingdon
on Wednesday, 26th October 2026 starting at 2.00pm

DRAFT

Present:
Councillor Graham Barrett
Councillor Ian Field
Councillor Julie Steer (Chairman)

Also Present:
Lisa Edwards – Assistant to the Parish Clerk

1. Apologies for Absence

To receive and accept apologies for absence from Councillor Leon, Councillor Walker and Parish Clerk Gemma Coventry.

2. Declarations of Interest linked to any of the items

There were no specific declarations of interest.

3. Minutes of the Finance & General Purposes Committee meeting held on 17th June 2026

Approved and signed by Councillor Steer.

4. Matters Arising from the Minutes of the Outdoors Committee meeting held on 17th June 2026

None

5. Update on investments - Skipton Bond
CCLA Investment Management
Fit for Future Investment

Skipton Bond – it was agreed that the Skipton Bond, which matured on the 23/10/26, should be rolled over into a new 1 Year Fixed Bond. The proposal will be submitted to the Parish Council meeting on 2nd November 2026 for ratification.

CCLA Investment Management – Following an update from Councillor Barrett regarding a meeting with CCLA Investment Management, it was agreed that

Signed …… Dated ……

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£500,000 of Parish Council funds should be invested in the Public Sector Deposit Fund, which is administered by CCLA Investment Management. The proposal will be submitted to the Parish Council meeting on 2nd November 2026 for approval.

Fit for Future Investment

Councillor Steer confirmed that the Parish Council has been awarded £20,000 from Dacorum Borough Council's Fit for Future Investment Fund. Councillor Steer to raise this at the next Community Infrastructure Levy (CIL) meeting to identify potential projects where the funding can be spent. Parish Clerk to place the funds in a reserve in the meantime.
Action: Councillor Steer and Parish Clerk

6. Community Infrastructure Levy (CIL) Update

Councillor Steer informed the Committee that a CIL payment of £297,872.97 has been received from Dacorum Borough Council, giving a total CIL balance of £707,084.79.

The replacement of the railings at The Dock was identified as a potential CIL-funded project, although costs have yet to be agreed. The £3,000 received from CALA Homes has been allocated towards this project.

The following projects have also been allocated funds from CIL:

- Chesham Road zebra crossing (match funded with Hertfordshire County Council) - £94.128.75
- Locality Budget 26/27 - £30,000

It was agreed that the Parish Clerk should create a separate reserve for each project, transfer the allocated funds into each reserve and then create an additional reserve for funds set aside for the works to The Dock.
Action: Parish Clerk

7. Locality Budget Match Funding

It was agreed that the Parish Council should match-fund Hertfordshire County Council's proposal to extend planned pavement works from Hyde Meadows to Simon Dean at a cost of £27,500. The proposal will be submitted to the Parish Council meeting on 2nd November 2026 for discussion/approval.

8. Internal Audit Report – website information, Parish Asset Register

Councillor Steer advised that progress on the Internal Auditor's recommendations had been delayed due to the Parish Clerk's absence. Work has now started on updating the Asset Register and website. A review of outstanding actions will be completed before the next Committee meeting in December.
Action: Parish Clerk

Signed …… Dated ……

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9. Update on VAT

Councillor Steer confirmed that information has been sent to The Parkinson Partnership LLP who are assisting with the review into the VAT procedures for the Parish Council and the Memorial Hall. A meeting is due to be scheduled in November and an update provided at the next Committee meeting in December.

10. Parish Reserves - Update

Councillor Steer updated the Committee as follows:

EMR - CIL 26/27	£297,872.97
EMR – Fit for Future Investment	£20,000.00
EMR – Chesham Road Crossing	£94,128.75
EMR – 26/27 Match Funding	£30,000.00

11. Parish Office Staffing

It was agreed that a review of staffing levels in the Parish Office needs to be completed at the next Personnel Committee meeting with the findings submitted to the Finance & General Purposes Committee meeting on the 16th December 2026 for discussion.
Action: Personnel Committee

It was also agreed that the Assistant to the Parish Clerk would be offered the option of overtime pay for additional hours worked during the Parish Clerk's absence.

Meeting finished 3:30 pm

Next meeting scheduled for 16th December 2026 at 6.30pm.

DRAFT

Signed …… Dated ……