**Bovingdon Parish Council**

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Meeting of Finance & General Purposes Committee

held at

The Memorial Hall, Bovingdon

5 May 2016 starting at 7.30 p.m.

**Present:**

Councillor Graham Barrett

Councillor Julie Steer

Councillor Richard Taylor

Councillor Giles Turner (Chairman)

**Also Present:**

Mike Kember, Parish Clerk

Dave Kirk, Responsible Financial Officer (RFO)

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| **1.** | **Apologies for Absence** |  |
|  | There were no apologies for absence. |  |
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| **2.** | **Declaration of Interests** |  |
|  | There were no Declaration of Interests |  |
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| **3.** | **Minutes of the Meeting of the Finance & General Purposes Committee held on 9 December 2015** |  |
|  | It was agreed by those present at the meeting that the minutes of the meeting held on 9 December 2015 were a true representation of the meeting and were signed by Councillor Turner. |  |
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| **4.** | **Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 9 December 2015 not on the agenda** |  |
| **4.1** | **IT requirements in the Parish Office** |  |
|  | The RFO confirmed that Councillor Steer’s request that attention be given to the protection of sensitive / personal data and of back up procedures will be taken into account within the drafting of the Risk Assessment / Standing Orders. | RFO |
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| **4.2** | **Review of Standing Orders, Financial Regulation and Risk Assessment** |  |
|  | The new Model Financial Regulations have been published by the National Association of Local Councils and the RFO undertook to review our Financial Orders against these and to make recommendations to the Council later in the year. | RFO |
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| **4.3** | **Draft Terms of Reference** |  |
|  | The RFO confirmed that work had started to draft the Terms of Reference and these will be circulated to the Committee in due course. | RFO |
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| **4.4** | **Neighbourhood Planning** |  |
|  | The Parish Clerk reported that although he had made a number of attempts to contact Jake Collinge Planning Consultancy this had proved unsuccessful. However, he has spoken to the County Officer at Herts Association for Parish & Town Councils, and it has been suggested that we contact a London based organisation called ‘Locality’, which is a national network of community-led organisations, working together to help neighbourhoods. The Parish Clerk was asked to arrange for them to Attend a Parish Council meeting to give a presentation on Neighbourhood Plans. | Parish Clerk |
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| **5.** | **To discuss the draft Accounts 2015 – 16 for the Parish** |  |
|  | The RFO presented the draft Accounts for 2015 – 16, which are currently with the Internal Auditor. These were noted subject to increasing the professional fees budget by the surplus of £4,675, making a total of £22,675. Also agreed that the RFO will investigate the possibility of increasing the income from Investments. | RFO |
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| **6.** | **Any other urgent business** |  |
| **6.1** | **Memorial Hall** |  |
|  | Councillor Steer raised concerns about expenditure on the Memorial Hall. Agreed that for the present only maintenance and health & safety items should be carried out. |  |
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| **6.2** | **Workplace Pensions** |  |
|  | These come into effect on 1 July 2016 for the Parish Council. Agreed to open a National Employment Savings Trust (NEST) pension for those employees who are affected. | Parish Clerk / RFO |
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| **7.** | **Date of next meeting** |  |
|  | Thursday 30 June 2016 starting at 7.30 p.m. in the Memorial Hall | All to note |
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|  | **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 exempt information relating to a contract |  |
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| **8.** | **High Street Improvement Project – use of consultants** |  |
|  | Agreed that a resolution will be taken to the Annual Meeting of Bovingdon Parish Council to be held on 9 May 2016 as follows - ‘That the Council agrees to an expenditure of up to £20k as a budget for professional fees to progress the High Street Improvement Scheme.’ The proposer will be Councillor Turner. | Councillor Turner |
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| **9.** | **Village Warden – Pay award** |  |
|  | The Committee agreed to support the recommendation received from the Outdoors Committee meeting held on 13 April 2016, that the Village Warden should receive a 1% pay increase with effect from 1 July 2016. |  |
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|  | The meeting closed at 8.40 p.m. |  |
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