**Bovingdon Parish Council**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­

Meeting of Finance & General Purposes Committee

held at

The Memorial Hall, Bovingdon

22 May 2017 starting at 7.45 p.m.

**Present:**

Councillor Julie Steer

Councillor Richard Taylor

Councillor Giles Turner (Chairman)

**Also Present:**

Mike Kember, Parish Clerk

Dave Kirk, Responsible Financial Officer (RFO)

|  |  |  |
| --- | --- | --- |
| **1.** | **Appointment of Chairman of the Finance & General Purposes Committee to hold office until the next Annual Meeting of the Parish Council** |  |
|  | Councillor Turner was nominated and appointed Chairman of the Finance & General Purposes Committee until the next Annual Meeting of the Council. |  |
|  |  |  |
| **2.** | **Apologies for Absence** |  |
|  | There were apologies for absence received from Councillor Graham Barrett. |  |
|  |  |  |
| **3.** | **Declaration of Interests** |  |
|  | There were no Declaration of Interests |  |
|  |  |  |
| **4.** | **Minutes of the Meeting of the Finance & General Purposes Committee held on 13 December 2016** |  |
|  | It was agreed by those present at the meeting that the minutes of the meeting held on 13 December 2016 were a true representation of the meeting and were signed by Councillor Turner. |  |
|  |  |  |
| **5.** | **Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 13 December 2016 not on the agenda** |  |
| **5.1** | **Review of Standing Orders, Financial Regulation and Risk Assessment** |  |
|  | The RFO circulated an updated version of the General Risk Assessment, which was agreed and will be taken to the meeting of the Parish Council to be held on 5 June 2017 for ‘interim’ approval. Other Risk Assessments for the Memorial Hall are in the process of being updated. Agreed that with effect from May 2018 all the Standing Orders and Risk Assessments will be taken to the Annual Meeting of the Parish Council for approval. An annual reminder and review of  financial regulations and risk assessments is required for the Annual Report. | RFO |
|  |  |  |
|  | New Model Financial Regulations have been published by the National Association of Local Councils and the RFO will review our Financial Orders against these and make recommendations to the Council later in the year. Agreed that in the interim, the current Financial Standing Orders will be taken to the meeting of the Parish Council to be held on 5 June 2017 for approval. | RFO |
|  |  |  |
|  | Following the recent global ‘ransomware’ cyber attack, the RFO has spoken to our IT provider and confirmed that our current computer operating system and back-up is secure. | RFO |
|  |  |  |
| **5.2** | **Terms of Reference** |  |
|  | The RFO confirmed that the draft Terms of Reference was completed and that he would circulate them to the Committee. | RFO |
|  |  |  |
| **5.3** | **Neighbourhood Planning** |  |
|  | The Parish Clerk reported that the Borough Council’s Planning Department is proposing to set up a workshop for Parish & Town Councils to discuss the merits of Neighbourhood Plans v Parish Plans. |  |
|  |  |  |
| **5.4** | **Grants Policy** |  |
|  | Councillor Taylor had not produced the article for the May 2017 edition of the Bovingdon News has it had been agreed at the last meeting of the Parish Council to review the policy following a recent request for a grant. |  |
|  |  |  |
| **6.** | **To discuss the draft Accounts 2016 – 17 for the Parish** |  |
|  | The RFO went through the draft accounts, which were noted. Agreed to earmark the underspend of £1,671 from the Maintenance of Open Spaces budget to be used towards the cost of providing Christmas lights in the High Street. The Committee also agreed to recommend to the meeting of the Parish Council to be held on 5 June 2017 to make up to £5k available from reserves towards the provision of Christmas lights and decorations in 2017 -18, providing this can be match funded by the village. | RFO |
|  |  |  |
| **7.** | **Review Grants Policy** |  |
|  | The current policy was reviewed and agreed. |  |
|  |  |  |
| **8.** | **Update on Community Infrastructure Levy (CIL)** |  |
|  | The Parish Clerk reported that a meeting has been arranged to take place with members of Chipperfield Parish Council on 13 June 2017 to which Robert Freeman the Borough Council’s lead officer on CIL had been invited to attend. Councillor Barrett, the RFO and the Parish Clerk had been invited to join the meeting. | Parish Clerk |
|  |  |  |
| **9.** | **Any other urgent business** |  |
|  | There was no other urgent business. |  |
|  |  |  |
| **10.** | **Date of next meeting** |  |
|  | To be arranged. |  |
|  |  |  |
|  | The meeting closed at 7.40 p.m. |  |