**Bovingdon Parish Council**

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Meeting of Finance & General Purposes Committee

held at

The Memorial Hall, Bovingdon

18 December 2017 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.** | **Appointment of Chairman of the Personnel Committee to hold office until the next Annual Meeting of the Parish Council** |  |
|  | Councillor Giles Turner was nominated and appointed Chairman of the Finance & General Purposes Committee until the next Annual Meeting of the Council. |  |
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| **2.** | **Apologies for Absence** |  |
|  | There were no apologies for absence. |  |
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| **3.** | **Declaration of Interests** |  |
|  | Councillor Steer declared an interest in Item 6 as a member of Ladybirds. |  |
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| **4.** | **Minutes of the Meeting of the Finance & General Purposes Committee held on 22 May 2017** |  |
|  | It was noted that the meeting had closed at 8.40 p.m. and not 7.40 p.m. With this correction it was agreed by those present at the meeting that the minutes of the meeting held on 22 May 2017 were a true representation of the meeting and were signed by Councillor Turner. |  |
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| **5.** | **Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 22 May 2017 not on the agenda** |  |
| **5.1** | **Review of Standing Orders, Financial Regulation and Risk Assessment** |  |
|  | The RFO reported that he would bring the updated procedures financial to the next meeting of the Committee for consideration. | RFO |
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| **5.2** | **Terms of Reference** |  |
|  | The RFO will circulate the updated Terms of Reference for comments / approval. | RFO |
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| **6.** | **Financial position at 30 November 2017 for Parish and Memorial Hall** |  |
|  | The RFO presented the accounts to the 30 November 2017 and reported that there are no known over spends and all budgets are to target. |  |
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| **7.** | **To discuss the draft budget / precept for 2018 – 19**  |  |
|  | The RFO presented the draft budget for 2018 -19. The Council Tax Support Grant and Resilience Grant will be reduced to Nil and the Concurrent Services Grant will be reduced by £3k. The budgets were reported in detail and the following adjustments were agreed: |  |
|  | **Parish:** |  |
|  | * Increase the Warden budget by 3%
* Earmark a further £1.5k for the purchase of a Speed Indicator Device (SID)
* Include £1k for the implementation of the new The General Data Protection Regulation, which comes into effect on 25 May 2018
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|  | Proposed to recommend to the Full Council meeting to be held on 8 January 2018 an increase of 3% in the Precept for 2018 – 19. | Councillor Turner / RFO |
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|  | **The Memorial Hall**  |  |
|  | The Revenue Grant will be reduced to £6,179 from £9.5k and, therefore, Councillor Steer proposed that the hourly hire fees to be increased by 75p across the board apart from combined hire of Main Hall and Clubroom, which will be increased by £1. |  |
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|  | **Investments** |  |
|  | The RFO to produce a schedule of investments and to review these and to make recommendations. | RFO |
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| **8.** | **To confirm the dates for the closure of the Parish Office over Christmas / New Year** |  |
|  | Agreed that the office will close at noon on Friday 22 December and re-open on Tuesday 2 January 2018. |  |
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| **9.** | **Any other urgent business** |  |
| **9.1** | **Co-op Bank** |  |
|  | Councillor Steer asked if any progress had been made in changing the Council’s bank. The RFO reported that he is in contact with the Herts Association of Parish & Town Councils and will make recommendations at the next meeting. | RFO |
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| **10.** | **Date of next meeting**  |  |
|  | Tuesday 22 May 2018 starting at 7.30 p.m. in The Memorial Hall. |  |
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|  | The meeting closed at 8.35 p.m. |  |
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