**Bovingdon Parish Council**

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Meeting of Finance & General Purposes Committee

held at

The Memorial Hall, Bovingdon

30 June 2016 starting at 7.30 p.m.

**Present:**

Councillor Graham Barrett

Councillor Julie Steer

Councillor David Stent

**Also Present:**

Mike Kember, Parish Clerk

Dave Kirk, Responsible Financial Officer (RFO)

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| **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. |  |
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|  | In the absence of Councillor Turner, Councillor Steer chaired the meeting. |  |
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| **2.** | **Apologies for Absence** |  |
|  | There were apologies for absence received from Councillors Taylor and Turner. |  |
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| **3.** | **Declaration of Interests** |  |
|  | There were no Declaration of Interests |  |
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| **4.** | **Minutes of the Meeting of the Finance & General Purposes Committee held on 5 May 2016** |  |
|  | It was agreed by those present at the meeting that the minutes of the meeting held on 5 May 2016 were a true representation of the meeting and were signed by Councillor Steer. |  |
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| **5.** | **Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 5 May 2016 not on the agenda** |  |
| **5.1** | **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. To be reported back to the next meeting in November 2016.  | RFO |
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| **5.2** | **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. To be reported back to the next meeting in November 2016.  | RFO |
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| **5.3** | **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. To be reported back to the next meeting in November 2016.  | RFO |
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| **5.4** | **Neighbourhood Planning** |  |
|  | The Parish Clerk reported that he has spoken to 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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| **5.5** | **Workplace Pensions** |  |
|  | These come into effect on 1 July 2016 for the Parish Council. The RFO reported that he has been through the procedures for National Employment Savings Trust (NEST) pension and although the Administrative Assistant does not qualify she has elected to join the scheme. The first year’s contribution is 1% for the employee and employer. This increases in the following years. The cost in 2016 – 17 will be £40 including fees to the Payroll provider. The RFO and Parish Clerk have both opted out. It was noted that when the Parish Clerk and RFO leave, then the Parish Council may have to make provision for pension payments in the budget. | RFO |
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| **6.** | **To discuss the draft Accounts 2015 – 16 for the Memorial Hall** |  |
|  | The RFO presented the draft Accounts and reported that it had been a good year and the income had balanced, producing a surplus of £10,530. The Committee noted the draft Accounts. |  |
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| **7.** | **To consider request for a grant of £500 from the Bovingdon Football Club to help towards cost of resurfacing the car park.** |  |
|  | The Chairman of the Committee will recommend to the meeting of the Parish Council to be held on 4 July to support the award of a grant of £500. The Parish Clerk was asked to seek clarification from the Football Club as to the community groups that use the Club facilities. | Parish Clerk |
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|  | Agreed to review the Grant Application Policy at the next meeting. | RFO / Parish Clerk |
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| **8.** | **Any other urgent business** |  |
| **8.1** | **4/02187/15/FUL - Land west of the Bobsleigh Hotel, Hempstead Road - Change of use of land to a residential caravan site for 8 gypsy families - each with two caravans with construction of a utility building and associated hard standing** |  |
|  | Agreed to discuss the Council’s approach to the Public Inquiry at the next meeting of the Parish Council to be held on 4 July 2016.  | Councillor Barrett |
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| **8.2** | **National Pay Award for 2016-2018**  |  |
|  | Agreed to recommend to the next meeting of the Parish Council to be held on 4 July 2016 to approve the implementation of the new pay scales for 2016-2017 (to be backdated to 1 April 2016). The new pay scales for 2017-2018 to be implemented from 1April 2017. Equates to a 1% increase in 2016 -17 and a further 1% increase in 2017 – 18. | Councillor Turner |
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| **9.** | **Date of next meeting - to be arranged** |  |
|  | * Beginning November 2016 – draft budgets for 2017 – 18
* January 2017 – recommend Precept to meeting of Full Council to be held on 9 January 2017
* Mid May 2017 – to agree draft Parish Accounts for 2016 - 17
 | Councillor Turner to agree dates |
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|  | The RFO advised that it will be necessary to arrange an additional meeting of the Parish Council in June 2017 to agree the Final Accounts for 2016 – 17 to meet the revised deadlines set by the External Auditor. | RFO |
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|  | The meeting closed at 8.10 p.m. |  |
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