

Bovingdon Parish Council

Meeting of Finance & General Purposes Committee
held at
The Memorial Hall, Bovingdon

20 May 2019 starting at 6.00 p.m.

Present:

Councillor Graham Barrett

Councillor Julie Steer

Councillor Pauline Wright

Also Present:

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	
	Cllr Julie Steer was nominated and appointed Chair 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 Cllr Dave Stent and Mike Kember, Parish Clerk	
3.	Declaration of Interests	
	There were no Declarations of Interest.	
4.	Minutes of the Meeting of the Finance & General Purposes Committee held on 10 December 2018	
	It was agreed by those present at the meeting that the minutes of the meeting held on 10 December 2018 were a true representation of the meeting and were signed by Cllr Steer.	
5.	Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 10 December 2018 not on the agenda	
	AP 4.2 Investments	
	The RFO to produce a schedule of investments and to review these and to make recommendations. Cllr Barrett undertook to research INVESTEC and report back to RFO.	On-going Cllr Barrett / RFO
	List of all current savings accounts including current accounts and their value, interest rate and terms – to be available as part of EOY return for 3 rd June for Parish and Hall accounts	RFO
	Aim to resolve all investments by end of June to report back and adopt at July 1 st Council meeting	ALL
6.	To discuss draft Parish Accounts for 2018 – 19 and list of payments	
	The RFO presented the outturn, balance sheet and list of payments for 2018 – 2019	
	Accounts to be updated as discussed to be circulated prior to 3 rd June PC meeting –	RFO

	Fields in Trust monies to be allocated against Sunnyside's work on the Green £600 donation from Village Market Bov news figures did not include debtors List of all Xmas light expenditure and income List of all 10k expenditure and income	
	Speed sign costings to be sourced. Cllr. Steer to seek costings for next Outdoor meeting from Cllr Richardson / Parish Clerk	Cllr Steer
	Cllr. Steer to provide the Finance Clerk with the list of outstanding Bov. News payments so they can be reflected in Parish accounts	Cllr Steer
	CIL 8k figures from planning A tracking sheet to be produced as DBC do not supply full details to be completed by 31/08/19 on received CIL payments date monies have to be spent (to avoid payback). what is payback period how much per metre what is CIL when received	Parish Clerk / Cllr Steer / Cllr Barratt
7.	To discuss draft Memorial Hall Accounts for 2018 - 19 and list of payments	
	The RFO presented the outturn, balance sheet and list of payments for 2018 – 2019	
	Accounts to be updated as discussed to be circulated prior to 3 rd June PC meeting	RFO
8.	To review Reserve Levels	
	Reserve levels reviewed to be adjusted as discussed. Neighbourhood Plan reserve should be £5000 as agreed at May PC meeting	RFO
	To be reviewed again at next meeting and naming structures and a grant reserve created.	Parish Clerk
9.	Any other urgent business	
	Cllr. Steer to provide the Finance Clerk with a list of accounting files to be supplied by 30 th June to load the Parish website. List of payments to be supplied by 31 st July	Cllr Steer / RFO
	All accounts paperwork to be stored in office filing cabinet or rear GDPR storage unless accounts being prepared to be completed by 31/08/19	RFO / Cllr Steer
	Review finance information on office PCs, consolidate in one place and review GDPR retentions to be completed by 31/08/19	RFO / Cllr Steer
	Invoicing – Lisa Edwards Lisa to prepare invoices monthly as will reduce queries in the office as can be addressed at the time to be completed on Cllr. Steers updated files	L.Edwards / Cllr Steer
	Look into the accounting package used by Northchurch(other PCs as required)	Parish Clerk
	MH cleaning company asked for early payment	L.Edwards / Cllr Steer
13.	Date of next meeting	
	To be confirmed	All to note
	The meeting closed at not noted.	