

Bovingdon Parish Council

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

20 June 2019 starting at 5.30 p.m.

Present:

Councillor Graham Barrett
Councillor Julie Steer (Chairman)
Councillor Dave Stent

Also Present:

Mike Kember Parish Clerk
Dave Kirk, Responsible Financial Officer (RFO)

1.	Apologies for Absence	
	There were apologies for absence received from Councillor Pauline Wright.	
	Agreed to appoint Councillor Philip Walker as a member of the Finance & General Purposes Committee.	
2.	Declaration of Interests	
	There were no Declarations of Interest.	
3.	Minutes of the Meeting of the Finance & General Purposes Committee held on 20 May 2019	
	It was agreed by those present at the meeting that the minutes of the meeting held on 20 May 2019 were a true representation of the meeting and were signed by Councillor Steer.	
4.	Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 20 May 2019 not on the agenda	
4.1	Current savings accounts	
	A list of accounts was included in the end of year return.	
4.2	Draft Parish Accounts for 2018 - 19	
	Completed.	
4.3	Speed Indicator Device (SID)	
	The possible provision of an additional SID has been passed to the Outdoors Committee to follow-up as part of its overall Community Safety programme.	
4.4	To review Reserve Levels	
	Completed.	
4.5	Storage of Financial records and review of information on website	
	This is on-going.	
5.	To agree draft Memorial Hall Accounts for 2018 - 19	
	The RFO presented the draft Memorial Hall Accounts for 2018 -19, which were approved by the Committee. Agreed to rename the 'Forecourt Reserve' to 'Hall Major Improvement Reserve' on the Outturn report. The	Councillor Steer / RFO

	draft Accounts will be presented to the next meeting of the Parish Council to be held on 1 July 2019.	
	Councillor Steer and the Parish Clerk were asked to look into reimbursing the Memorial Hall for Parish Council usage, and for the Memorial Hall to reimburse the Parish Council for parish staff time spent on administration. Target date 31 August 2019.	Councillor Steer / Parish Clerk
6.	To review the Parish Council and Memorial Hall reserves	
	Memorial Hall - Agreed to rename the 'Forecourt Reserve' to 'Hall Major Improvement Reserve'. Parish Council – 'Community Reserve (10k)' renamed to 'Grant Reserve'.	RFO
	The Parish Office grants budget will be combined with this reserve to form the grant pot. The Parish Council put in £500 each year and the other funding comes from the 10k race and other donations. The total is now £571 + £500 = £1071.	RFO
7.	To review the Parish Council's Investments	
	RFO to investigate a new bank account for which deposits can be made via the Post Office. RFO to action by 31 August 2019. After discussion it was agreed to invest £20k (BPC) and £20k (MH) into a Skipton 1 year bond current rate 1.5% and to invest £55k (BPC) and £40k (MH) into a Hampshire Trust Bank 90-day notice account current rate 1.5% on confirmation that they are covered by financial regulations with a £85k limit per account. To be taken to the meeting of the Parish Council on 1 July 2019 for approval.	RFO Councillor Steer / RFO
8.	To review when the VAT return is produced (to include how much VAT can be claimed each year; include column for VAT in list of payments)	
	The Parish Council can reclaim VAT up to £7,500 p.a. As a local council we submit a claim annually not every three months. Due to an increase in VAT payments being made, the RFO to consult a VAT specialist to look at the possibility of registering the Memorial Hall but this would impact on the cost of individual Hall hiring's, Bov. News payments, etc. as VAT would have to be added. The Parish Clerk to speak to Sunnyside Rural Trust about the VAT on their invoices as this is having a significant impact on the Parish Council's overall allowance.	RFO / Parish Clerk
9.	Review list of payments headings	
	No change in respect of the Memorial Hall payment headings. The list of Parish Council payments to be reviewed with installation of new accounting software package.	
10.	Discuss timeline for finance – (End of Year for Parish and Memorial Hall accounts, budgets, VAT, committee reports, invoicing [recorded based on financial year], quarterly reports to include list of payments, debtors etc. / Could the accounts replace Committee Reports? Annual Charity Commission return)	
	Parish Clerk / RFO to produce a timeline for Finance by adapting an old document to include quarterly finance reports. Agreed that three-monthly reports to be circulated for April – June; July – September; October – December and January – March each year.	Parish Clerk / RFO
11.	Invoicing	

	Will continue with current practice and the Assistant to the Parish Clerk will produce monthly as easier to resolve queries for Memorial Hall hirers.	Lisa Edwards
12.	To consider and review the Parish Council's CIL receipts	
	The Parish Clerk has produced a schedule of possible CIL receipts due to the Parish Council based on information received from Dacorum Borough Council. Councillor Barrett / Parish Clerk discuss with Emma Cooper at DBC by 31 July 2019.	Councillor Barrett / Parish Clerk
13.	Feedback on visit to Northchurch Parish Council to look at their accounting software package	
	Councillor Barrett, the Parish Clerk and RFO had visited Northchurch Parish Council on 19 June 2019 to have a demonstration of their Financial Management Software, which is produced by Rialtas Business Solutions Ltd. and is tailored to the local council market. It was a very productive meeting and as a result it was agreed to purchase the Rialtas Suite Alpha Financial Management Software with full installation for Parish Council accounts in early August. Training to be held in the Clubroom using RFO's pc and the projector in early August. Councillor Barrett, Councillor Steer, Parish Clerk, RFO and Assistant to the Parish Clerk to attend. The parish office computers and two laptops to be updated.	Parish Clerk / RFO
14.	Any other urgent business	
14.1	Donation	
	Councillor Steer reported that the £600 donation to the Parish Council by the Bovingdon Village Market had been for the purchase, planting and two-year maintenance of a flowering cherry tree in the grassed area outside of the Archway flats. Unfortunately, this had been entered against the Christmas Lights budget and needs to be transferred to the Outdoors budget.	RFO
	Councillor Steer to review the income and expenditure for the Christmas Lights budget against the Parish records to be completed by 31 August 2019.	Councillor Steer
	RFO to supply Councillor Steer with details of Parish Council's list of debtors, creditors, liabilities and any transfers due to Memorial Hall account.	Councillor Steer / RFO
15.	Date of next meeting	
	To be confirmed during first two weeks of October 2019.	All to note
	The meeting closed at 7.20 p.m.	