

## Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee  
held via video conferencing  
on Monday 4 May 2020 starting at 4.15 p.m.

**Present:**

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

**Also Present:**

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

|            |   |                                 |
|------------|---|---------------------------------|
| <b>1.</b>  | <b>Apologies for Absence</b>  |                                 |
|            | There were no apologies for absence.  |                                 |
| <b>2.</b>  | <b>Declaration of Interests</b>   |                                 |
|            | There were no Declarations of Interest.   |                                 |
| <b>3.</b>  | <b>Minutes of the Meeting of the Finance &amp; General Purposes Committee held on 21 October 2019</b>   |                                 |
|            | It was agreed by those present at the meeting that the minutes of the meeting held on 21 October 2019 were a true representation of the meeting and will be signed by Councillor Steer.   |                                 |
| <b>4.</b>  | <b>Matters arising from the Minutes of the Meeting of the Finance &amp; General Purposes Committee held on 21 October 2019 not on the agenda</b>  |                                 |
| <b>4.1</b> | <b>Recharge costs Parish / Memorial Hall</b>  |                                 |
|            | Councillor Steer reported that the RFO had produced some costings and that she and the Parish Clerk would consider this and report back to a future meeting of this Committee by end of September 2020.   | Councillor Steer / Parish Clerk |
| <b>4.2</b> | <b>Rialtas accounting software package</b>  |                                 |
|            | The RFO has entered the information to end of March 2020 but there is still some balancing outstanding. The RFO is beginning to complete the end of year process using the Rialtas system, but is also producing this in tandem using the existing system vis Microsoft Excel. To be completed by end of June 2020. | Councillor Steer / RFO          |
| <b>4.4</b> | <b>Update on the VAT position</b>   |                                 |
|            | Councillor Steer has met with Richard Taylor and they have decided not to set up the BP 10K run as a charity.   |                                 |
|            | The RFO reported that the VAT consultant has confirmed that we should not reclaim VAT on the BP 10K.  |                                 |
| <b>4.5</b> | <b>To agree the revised Policy for the Award of Grants</b>  |                                 |
|            | Councillor Steer reported that the revised procedure for the award of grants is in place.   |                                 |
| <b>5.</b>  | <b>To agree draft Parish Accounts for 2019 - 2020</b>   |                                 |
|            | The RFO gave a brief overview of the papers, which had been circulated with the agenda, which was noted. The Parish office budget was overspent due to the continuing cost of additional new technology but this had been offset by an  | Parish Clerk                    |

|  | underspend on the outdoors and consultancy budgets. There is a surplus of £2,676 and it was agreed to recommend to the meeting of the Parish Council to be held on 6 July 2020 that £676 should be transferred to the Christmas Street Lights budget and the remaining £2k to be transferred to the Outdoors Committee budget to contribute towards the cost of renewing the wooden posts on Bovingdon Green. The cost of this work will be split 50/50 with Dacorum Borough Council.   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|--|---|---------------------------------------|---|-------------------|--------|--|--------|--------------------------|--------|-------------------------------------|--------|--|-------|--|-------|--|-------|------------------|-------|----------------------|-------|----------------------------------|-----|-----------------------|-------|--|
|  | RFO to confirm with Stephen Pinder that he is able to undertake the internal audit of the accounts and report back to the next meeting of this Committee.   | RFO                                   |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| <b>6.</b>  | <b>To agree draft Memorial Hall Accounts for 2019 – 2020 (for review in June 2020)</b>  |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|  | The RFO confirmed that the preparation of the draft accounts is in progress and it is proposed that these will be ready for the meeting of the Parish Council to be held on 6 July 2020.  | Councillor Steer / Parish Clerk / RFO |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| <b>7.</b>  | <b>To review Reserve Levels</b>   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|  | Noted that there are reserves totalling £118,306  |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|  | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Professional fees</td> <td style="text-align: right;">18,951</td> </tr> <tr> <td>Contingency – Emergencies / Lost income (20% of spend)</td> <td style="text-align: right;">16,000</td> </tr> <tr> <td>High Street Improvements</td> <td style="text-align: right;">43,327</td> </tr> <tr> <td>Community Infrastructure Levy (CIL)</td> <td style="text-align: right;">19,243</td> </tr> <tr> <td>Neighbourhood Plan Reserve from High Street Imps</td> <td style="text-align: right;">4,708</td> </tr> <tr> <td>Christmas Street Light Decorations reserve</td> <td style="text-align: right;">4,400</td> </tr> <tr> <td>Community Reserve (BP 10K) – Now grant reserve</td> <td style="text-align: right;">2,505</td> </tr> <tr> <td>Election Reserve</td> <td style="text-align: right;">2,850</td> </tr> <tr> <td>Speed Indicator Sign</td> <td style="text-align: right;">3,000</td> </tr> <tr> <td>Grants balance (Fields in Trust)</td> <td style="text-align: right;">644</td> </tr> <tr> <td>Surplus for 2019 – 20</td> <td style="text-align: right;">2,676</td> </tr> </tbody> </table> |                                       | £ | Professional fees | 18,951 | Contingency – Emergencies / Lost income (20% of spend) | 16,000 | High Street Improvements | 43,327 | Community Infrastructure Levy (CIL) | 19,243 | Neighbourhood Plan Reserve from High Street Imps | 4,708 | Christmas Street Light Decorations reserve | 4,400 | Community Reserve (BP 10K) – Now grant reserve | 2,505 | Election Reserve | 2,850 | Speed Indicator Sign | 3,000 | Grants balance (Fields in Trust) | 644 | Surplus for 2019 – 20 | 2,676 |  |
|  | £   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Professional fees                                      | 18,951  |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Contingency – Emergencies / Lost income (20% of spend) | 16,000  |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| High Street Improvements                               | 43,327  |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Community Infrastructure Levy (CIL)                    | 19,243  |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Neighbourhood Plan Reserve from High Street Imps       | 4,708   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Christmas Street Light Decorations reserve             | 4,400   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Community Reserve (BP 10K) – Now grant reserve         | 2,505   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Election Reserve                                       | 2,850   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Speed Indicator Sign                                   | 3,000   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Grants balance (Fields in Trust)                       | 644   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| Surplus for 2019 – 20                                  | 2,676   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
| <b>8.</b>  | <b>To update on Investments</b>   |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|  | The RFO to look into the possibility of transferring to the <b>Unity Trust Bank</b> as used by Kimpton Parish Council, which has online banking facilities. To be completed by end September 2020.  | RFO                                   |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|  | <b>Hampshire Trust Bank</b> – there are two investments:<br>Parish Council - £55k<br>Memorial Hall - £40k<br><br>Councillors Julie Steer, Graham Barrett and Phil Walker are the registered account signatories.  |                                       |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|  | <b>Skipton Building Society</b> – There are currently three investment accounts as follows:<br>1. Memorial Hall bond for £10k matured on 15 April 2020. This investment has been rolled over into another one-year bond with interest paid into the Memorial Hall account. Signatories are Councillor Steer, Parish Clerk and RFO.<br>2. Memorial hall Bond - £20k.<br>3. Parish Council Bond - £20k  | Councillor Steer / RFO                |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |
|  | Agreed that Councillors Graham Barrett and Phil Walker to be added to the accounts. However, due to COVID-19 the change of signatories on all three accounts has been delayed. Once the lockdown restrictions are lifted, Councillors Barrett & Walker will go to the Skipton in Chesham with proof of ID for verification. Once actioned, Councillor Steer will process change of signatories on all three accounts to Councillors Barrett, Steer and Walker.  | Councillor Steer / RFO                |   |                   |        |  |        |                          |        |                                     |        |  |       |  |       |  |       |                  |       |                      |       |                                  |     |                       |       |  |

|             |  |                                 |
|-------------|--|---------------------------------|
|             |  |                                 |
|             | <b>Nat West accounts</b> - the two accounts, one with a balance of £872.71 and the other a balance of £1.31, have been closed and the monies transferred to the Parish Account.  | Councillor Steer / RFO          |
|             |  |                                 |
| <b>9.</b>   | <b>To review the list of outstanding actions (to be reviewed in June 2020)</b>   |                                 |
|             | Councillor Steer to discuss with the RFO and bring to the June meeting of the Committee.   | Councillor Steer / RFO          |
|             |  |                                 |
| <b>10.</b>  | <b>To consider and review the Parish Council's CIL receipts</b>  |                                 |
|             | A total of £19,244.26 (to 31 March 2020) has been received in CIL receipts, plus a further £8,033.21 received in April 2020. The Parish Council will need to consider how these monies will be allocated to projects in the parish based on the guidelines issued by Dacorum Borough Council.  |                                 |
|             |  |                                 |
| <b>11.</b>  | <b>To consider and review the revised Financial Standing Orders, regulations and any other documentation</b>   |                                 |
|             | The RFO is currently working on these and it was agreed to take them to the meeting of the Parish Council to be held on 6 July 2020 for ratification. Agreed that there should be produced on BPC headed notepaper and that there should be a note at the end of each document noting when the documents are to be reviewed.   | Councillor Steer / RFO          |
|             |  |                                 |
| <b>12.</b>  | <b>Health &amp; Safety</b>   |                                 |
| <b>12.1</b> | <b>COVID-19 - arrangements</b>   |                                 |
|             | During the COVID-19 lockdown, it was agreed that Councillor Steer will make payments with the agreement of the Parish Clerk. All documents will be signed by the Parish Clerk once the office re-opens. Dependent upon the announcement of the Prime Minister on 10 May 2020 regarding the easing of lockdown restrictions, consideration will be given to the future operation of the Parish Office and Memorial Hall. Agreed to have a meeting in two weeks to discuss this. | Councillor Steer / Parish Clerk |
|             |  |                                 |
| <b>13.</b>  | <b>Any other urgent business</b>   |                                 |
|             | There was no items of urgent business.   |                                 |
|             |  |                                 |
| <b>14.</b>  | <b>Date of next meeting</b>  |                                 |
|             | To be arranged   | Parish Clerk                    |
|             |  |                                 |
|             |  |                                 |
|             |  |                                 |
|             | The meeting closed at 17:30  |                                 |
|             |  |                                 |
|             |  |                                 |