

Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee
held via video conferencing
on Wednesday 10 June 2020 starting at 5.30 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)

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| 1. | Apologies for Absence | |
| | There were no apologies for absence. | |
| 2. | Declaration of Interests | |
| | There were no Declarations of Interest. | |
| 3. | Minutes of the Meeting of the Finance & General Purposes Committee held on 4 May 2020 | |
| | It was agreed by those present at the meeting that the minutes of the meeting held on 4 May 2020 were a true representation of the meeting and will be signed by Councillor Steer. | |
| 4. | Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 4 May 2020 not on the agenda | |
| 4.1 | Recharge costs Parish / Memorial Hall | |
| | 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 |
| 4.2 | Rialtas accounting software package | |
| | The RFO has entered the information relating to the Parish to end of March 2020 but there are still some adjustments to be made to the balance sheet. To be completed by end of June 2020. Councillor Steer, the Parish Clerk and the Asst. to the Parish Clerk will be starting to input information onto the Rialtas system relating to the Memorial Hall for the current financial year commencing 1 April 2020. | Councillor Steer / Parish Clerk / RFO |
| 4.3 | Internal Auditor for 2019 – 20 Accounts | |
| | Stephen Pinder has agreed to audit the accounts for the Parish Council and Memorial Hall. | |
| 4.4 | Investments | |
| | The RFO has carried out some research into the bank and is going to talk to Carina Helmn, County Organiser of HAPTC in her capacity as clerk of Kimpton Parish Council as they already use the Bank. | RFO |
| | Councillors Barrett and Walker to re-arrange their visit to the Skipton Building Society to complete the paperwork to added their names as signatories to the account. | Councillors Barrett and Walker |
| 5. | To agree draft Memorial Hall Accounts for 2019 – 2020 | |

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| | The RFO reported that Income was down by £1k and this has been replaced with £1k from the £10k retail, hospitality and leisure (RHL) grant received as part of the COVID-19 financial support from the government. | |
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| | The Council has been prudent in building up reserves, which can be used if required during the exceptional circumstances surrounding the coronavirus pandemic. | |
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| | Expenditure is on track. | |
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| | Balance Sheet shows £9,406 VAT to be reclaimed, which will be done in two claims. | RFO |
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| | Agreed surplus of £2,341 to go into the 5-year Maintenance Plan for the Memorial Hall as there may be a need to do some further internal redecorations. | RFO |
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| | Councillor Barrett asked for the recharge of Parish staff costs to be included in the final accounts for 2020 – 21. | Parish Clerk / RFO |
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| 6. | COVID-19 – arrangements for Parish Office and Memorial Hall incl. Bovingdon preschool and charging | |
| | The government is currently advising that Community centres can open: <ul style="list-style-type: none"> • For the purpose of hosting essential voluntary activities and urgent public services, such as food banks, homeless services; • Temporarily to host a blood donation session for these services only. The government strongly advises that Public Health England guidelines are followed; and • For early years' childcare provided by a person registered on the Early Years Register under Part 3 of the Childcare Act 2006. | |
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| | The Memorial Hall regular users have been written to find out their thoughts about returning to use the building and their comments are being collated. The Bovingdon Pre-school have continued to use the Memorial Hall but with reduced numbers attending. Agreed not to charge the Pre-school any rent for the remainder of this term ending in July 2020. This will be reviewed in September. Agreed to take to the meeting of the Parish Council to be held on 6 July 2020 for ratification. | Councillor Steer / Parish Clerk |
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| | It is hoped to be able to 'mothball' the Memorial Hall for the whole of August, subject to discussions with the Cleaning contractor. | Councillor Steer / Asst. to the Parish Clerk |
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| | The Council will review the situation regarding the re-opening of the Memorial Hall in September 2020 depending on the government advice prevailing at the time. | Councillor Steer / Parish Clerk |
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| | Insofar as the Parish Office re-opening is concerned, the current government advice is that if it is possible to work from home then this should be the case. From a local council perspective the decision to re-open certain facilities, or to return to office working will need to be made based on the specific, local situation. | |
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| | Discussions have taken place with neighbouring Parish Councils regarding the opening of their Parish Offices and whilst one is open as the users do not share the building with anyone else, the others remain closed with staff working from home. | |
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| | Agreed to report to the meeting of the Parish Council to be held on 6 July 2020, that the Parish Office will remain closed until at least the end of August and this will be reviewed in September 2020 depending on the government advice prevailing at the time. | Councillor Steer / Parish Clerk |
| 7. | To review and approve the revised Risk Assessment | |
| | Councillor Steer, the Parish Clerk and the Assistant to the Parish Clerk have reviewed the current Risk Assessment and updated it (attached). Agreed to recommend that it be adopted at the Parish Council meeting to be held on 6 July 2020. At the same time the group has been looking at Risk Assessments from other Parish Councils and a sample one was circulated at the meeting, which was agreed that we should adopt in the future as it is a simplified version and easier to use and understand. | Councillor Steer / Parish Clerk |
| | As part of reviewing the Risk Assessment, the group agreed there was a need to review the Parish Council's Asset Register and to ensure that the existing Insurance Policy incorporated all the council's assets. | Councillor Steer / Parish Clerk |
| 8. | To review the list of outstanding actions and yearly plan | |
| | Councillor Steer circulated a copy of the draft yearly planner, which is still under construction, listing all the financial actions / tasks that need to take place in the year. This was noted and further work will be undertaken to 'tweak' the plan. Councillor Steer will review the outstanding actions on the yearly plan to ensure that they are implemented as appropriate. | Councillor Steer / Parish Clerk / RFO |
| 9. | Health & Safety | |
| | There were no items. | |
| 10. | Any other urgent business | |
| 10.1 | BACS payment to reimburse staff for miscellaneous purchases | |
| | Agreed that BACS payments certified by a Councillor, will be set up to reimburse office staff for miscellaneous purchases. | Councillor Steer / RFO |
| 10.2 | Scoot Race | |
| | The annual Scoot Race will take place on 29 June 2020 but will be in a different format to take account of the current social distancing rules and other government requirements introduced due to COVID-19. Agreed that the forecourt of the Memorial Hall can be used for prize –giving. | Councillor Steer |
| 10.3 | The Bovingdon Villager | |
| | This is to be discussed at the Parish Council meeting to be held on 6 July 2020. | Parish Clerk |
| 11. | Date of next meeting | |
| | To be arranged | Parish Clerk |
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| | The meeting closed at 6:30 p.m. | |
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