ITEM: 26/037/FPC (c)

IAC ✓

Gemma Coventry
Clerk to the Council
Bovingdon Parish Council
The Memorial Hall
High Street
Bovingdon
Hertfordshire
HP3 0HJ

14 July 2026

Quotation for Internal Audit Services

Further to your request I am pleased to submit a fee proposal for the provision of Internal Audit services to your Council.

Company background and experience

IAC has been providing internal audit services to town and parish councils for over 10 years and currently audit approximately 70 town and parish councils, including a number of larger towns.

The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant and registered Member in Practice. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is a member of the Executive Committee of the Internal Auditors Forum, the sector body for internal auditors for Town and Parish Councils, and also serves as the lead for Training and Development.

Audit Scope

Our audits are conducted strictly in accordance with the Proper Practices set out in *The Practitioners' Guide 2026/27 – Governance and Accountability for Smaller Authorities in England*.

Fee proposal

I have set out the proposed fees below. This is based on an audit carried out on-site in your office. *Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the Council's prior authorisation before undertaking additional work.*

	Fee (Excl. VAT)
Annual Internal Audit Fee	£420.00
3-Year Commitment Discounted Fee	£399.00
Additional Work (Full Day)	£420.00
Additional Work (Half Day)	£320.00

Additional work will be subject to a 5% discount if under a 3 year commitment contract. Fees quoted include attendance at your premises and all out of pocket expenses.

If the Council should decide to award us the contract we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement prior to the commencement of work. We will also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely



Kevin Rose ACMA
Director

Pre-Qualification Statement

Company name:

IAC Audit and Consultancy Ltd (IAC)

Primary Point of Contact

Kevin Rose will be the primary point of contact for the Council.

Potential Conflicts of Interest

IAC does not provide any other services to Bovingdon Parish Council that may constitute a conflict of interest.

There are no known personal relationships between IAC and Bovingdon Parish Council Officers or Councillors that may provide a conflict of interest.

Client References

Ludlow Town Council (Shropshire)
Dartmouth Town Council (Devon)
Ware Town Council (Hertfordshire)
Shenley Parish Council
Chudleigh Town Council (Devon)
Hazlemere Parish Council (Buckinghamshire)
Tring Town Council (Hertfordshire)
Aldenham Parish Council

Further references may be provided upon request.

GDPR and Data Protection

IAC Audit and Consultancy Limited (IAC) is registered with the Information Commissioners Office, registration number ZA221128. All personal data that may be provided to IAC will only be used in accordance with our contractual role as the Council's Internal Auditor and will not be used for any other purpose or disclosed to any third party without the Council's specific prior approval.

Audit methodology

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by the Smaller Authorities Proper Practices Panel (SAPPP)..

1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply..

2. Planning

IAC will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

3. Reporting

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.

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ITEM: 26/037/FPC (F) 1.

BOVINGDON PARISH COUNCIL

APPRAISAL SCHEME

(adopted from the HAPTC Appraisal Manual)

1. Purpose of the Scheme

The Bovingdon Parish Council's Appraisal Scheme is designed to promote improvement and development by reviewing past performance and goals achieved and looking ahead to set achievable objectives.

The Scheme aims to help both staff and the Council to:

- ensure that staff are clear about the Council's aims and objectives and the part you are expected to play in achieving them;
- review performance over the past year, discuss strengths and weaknesses and find ways of resolving any problems that may have arisen in the job;
- agree key tasks and performance objectives for the next year and an action plan for the year ahead including any personal and technical training or development needs; and
- regularly review progress.

The appraisal scheme centres around the annual appraisal meeting which formally assesses and records staff performance, potential and development needs and facilitates a review of work content and volume, the achievements of the past year and joint agreement of objectives for the following year.

Appraisal should be seen therefore in a positive light as a way of the Council helping staff development whilst enhancing their contribution to the Council's success. Staff can and should therefore be open and frank in their approach and participation in the review process.

Essentially therefore appraisals should be used in organisations to help employees achieve their full potential and for the Council to monitor performance to achieve their goals.

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2. Objectives and Benefits of the Scheme

The objectives of the appraisal scheme are:

- **Service Quality** – to enhance the quality of service delivery by the Council through regularly reviewing performance and encouraging staff to achieve high standards of performance against clear achievable objectives.
- **Performance Review** – to give staff and the Council an opportunity to discuss how well they are performing and to see what sort of improvements can be made or how strengths can be built on to enable more effective performance.
- **Review of Training and Development Needs** – to enable staff and the Council to predict the level and type of work that will be required to do in the future and determine how they can be best developed for their career and to maximise the contribution to the Council. One of the outcomes from the appraisal may be a development plan that sets out what training the individual should undertake to enhance their performance in role or to develop skills and knowledge for the future.

The benefits of the appraisal scheme may be defined as follows:

(a) for the staff member it serves to:

- provide clarification of job purpose and role
- provide recognition of commitment to work and the Council
- review objectives and receive recognition for achievements
- agree priorities
- receive constructive feedback
- identify and resolve any problem areas or weaknesses
- improve job performance and communication
- identify and agree future training needs and development plans.

(b) for the Council it serves to:

- provide a formal vehicle through which to monitor work
- identify any performance problems
- improve communication
- jointly formulate solutions to problems
- provide positive feedback and recognition
- motivate and provide career development advice.

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3. Appraisal Process

The appraisal scheme is made up of five key elements, which are:

- self-assessment
- an annual appraisal meeting
- jointly agreed tasks, objectives and training and development activities for the next year
- a six-monthly review and discussion of progress
- an ongoing link between the outcomes and benefits of the scheme and the Council's corporate aims and objectives.

The whole process and in particular the new objectives and training and development plans will derive and flow from the objectives that have been previously set and the Council's ongoing corporate objectives, values, standards and priorities.

The key features to be taken into account in the appraisal process can be summarised as follows:

- openness on the reasons for the process and the outcomes discussed
- confidentiality between only the parties involved and the Council
- consistency in the application of the process
- positivity in commitment and involvement in the process and to the outcomes
- making it a two-way communication process
- not to use it to store up concerns and issues that should have been dealt with when they happened.

4. Appraisal Meeting

The appraisal meeting will take place annually in accordance with the scheme schedule and be conducted with the appropriate manager (the appraiser) on behalf of the Council who will report on the outcome of the appraisal, as appropriate, to the Council.

In preparation for the appraisal meeting, the staff member (the appraisee) must complete the self-assessment included in Section 2 of the Appraisal Review Form and some key issues to be considered in particular are:-

- what has been achieved over the past twelve months and what benefit and/or contribution has been made to the business;

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- how the job could have been performed better - thinking of the things which might have been done more efficiently or effectively i.e. what could have been done to improve performance;
- the most important personal and technical skills used or needed in the job;
- whether the current skill range and level is appropriate to the job or could the job be done better if further knowledge, skills and training were developed;
- whether any relevant skill, knowledge or expertise which is not now being used in the job but could be used;
- what obstacles have arisen during the last year that got in the way of performing the job as might have been wished;
- whether, and in what ways, more support and guidance to resolve such issues, develop skills or change things to enable the job to be done even better are needed;
- whether there are any matters outside of work that are affecting performance;
- what are seen as the main job tasks and priorities over the next year; and
- what training and other personal development needs exist or are desired.

The appraisee should give due emphasis in the above to the spread of tasks that they have to perform and where relevant consider examples of work issues (positive and negative) in support of the responses to ensure that there will be an open and constructive discussion at the appraisal meeting.

5. Structure and Format of the Appraisal Meeting

All appraisal meetings must be 'open' and 'two way' which means that the appraisee will be expected to contribute fully to the discussion and take the opportunity to comment on, for example, the level and type of support received from the Council.

The appraisal meeting will be structured as follows:

(a) Introduction

The purpose, scope and format of the appraisal meeting will be explained by the appraiser.

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(b) Self-Assessment

Prior to the appraisal meeting the appraisee will have reviewed their own performance over the past year and be able to comment on:

- what went well during the year
- how far you met the objectives for the year
- what, of particular note, did you achieve during the year
- what did you enjoy most/least in respect of the work undertaken
- what did you consider to be your key strengths and weaknesses
- what additional support do you require from the Council
- any outstanding performance problems that require attention

They will also have completed Section 2 of the Self-Assessment Form and submitted it at least two weeks before the date of the appraisal meeting to their line manager.

(c) Job Review, Key Tasks and Objectives

The appraisee's job description will be jointly reviewed and any necessary changes agreed as part of the meeting and the opportunity should be taken by the appraisee to clarify any tasks of which they are unsure or might like to lose so that it reflects the job being done and what the employee may be required to do.

In addition, the previous year's objectives will be reviewed and the achievements or failures identified along with the reasons behind them.

(d) Feedback on Performance

Feedback on performance during the year will be given by the manager which will include any significant achievements, strengths and, where relevant, any weaknesses that have prevented the completion of objectives. Where agreed weaknesses are identified, solutions or steps that can be taken to overcome barriers to more effective performance will be agreed.

The feedback will be factual, supportive, honest and constructive. At the end of the feedback the member of staff will be given an opportunity to comment and record any mitigating circumstances or obstacles that have prevented them from completing key tasks or objectives. An opportunity will also be

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taken to identify how the Council can better support and help you realise your potential and performance.

(e) Training and Development

Any training and the development needs will be discussed in respect of both the existing job and the future needs of the Council. Development opportunities may include training, work experience and new responsibilities.

(f) Future Targets and Objectives

A new set of "Smart" objectives or key tasks will be jointly agreed for the following appraisal year which generally will be:-

- understandable
- achievable
- measurable
- timetabled
- prioritised
- challenging; and
- limited in number.

(g) Conclusion of Meeting

The appraisee should have an opportunity to ask any further questions at the end of the meeting and the key outcomes of the meeting will be summarised to ensure that there is common understanding of the objectives and the action points.

6. After the Appraisal Meeting

Shortly after the meeting, the main outcomes of the meeting and the agreed objectives and tasks for the following year will be summarised in writing in Section 3 of the Appraisal Review Form and a copy given to the post holder for agreement. The plan will be signed off by both parties and a copy of the form given to the appraisee whilst the original is held on the Personnel File.

The member of staff and the manager and/or the Council will be responsible for ensuring that the agreed tasks are implemented, training is provided and objectives are then met during the following review period.

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Progress on these points may be discussed or reviewed at informal, one to one meetings during the course of the year and progress on the agreed tasks and objectives set will be formally reviewed after six months.

7. Conclusion

Any questions on the above or the appraisal scheme in general should be addressed to the Parish Office.

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BOVINGDON PARISH COUNCIL

GUIDANCE ON COMPLETING AN APPRAISAL REVIEW FORM

(adopted from the HAPTC Appraisal Manual)

1. General

The purpose of the appraisal meeting is to enable you, as the appraisee, to discuss your job performance both looking back over the last year and looking forward to the future. The meeting should aim to clarify:-

(a) the main scope and purpose of your job;
(b) your targets, objectives and key tasks;
(c) how effective your performance is and any areas for improvement;
(d) your training and development needs for the next year.

To prepare for the appraisal meeting the appraisee must complete Section 2 of this form and the appraiser must then consider the responses positively before the rest of the form and the plan for the following year is agreed.

To help with this the following guidance is offered for both the appraisee and the appraiser which may be issued after amending it, if appropriate, to either party in the process.

2. Appraisal Review Form – Self Assessment (to be completed by the appraisee)

The following guidance relates to and should be cross-referenced (see question numbering below) to the relevant questions in the Appraisal Review Form.

1. Job Role and Performance

(a) Looking Back

Thinking about the last twelve months:-

1.1 Are you clear about the Council's aims and objectives and your role in their achievement?

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(Be honest about your understanding of the Council's aims, objectives and goals and whether you see clearly how your role fits in to their successful achievement.)

1.3 Do you understand all the responsibilities and requirements of your job as set out in the attached job description?

(Check with your current job description and list anything which is not clear.)

1.5 Are there any parts of your job description that you are not currently doing?

(Check with your current job description and list any key tasks and responsibilities which you have not done in the last year.)

1.7 Are there any tasks that you undertake but which are not in your current job description?

(Check with your current job description and list any key tasks and responsibilities which you undertake but which are not included.)

1.9 What aspects of your work or objectives (referring to the previously agreed objectives for this year) have gone well this year and have been your major achievements?

(These can be general or specific e.g. the tasks or projects of which you felt proud, any problems you overcame or particular increases in productivity. Give evidence of any situations in which you were pro-active e.g. where you were able to develop or suggest a change or improvement to a service or procedure/system.)

1.10 Which aspects of your job or objectives have given you most difficulty and why?

(Describe the tasks or projects that, on reflection, you could have handled or done better or where productivity has slipped and the reasons you feel were responsible for this.)

1.11 How well are you working with others in the team and managing to prioritise your workload?

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(List any inter-personal problems experienced in the workplace and how it has affected focusing on key activities.)

1.12 Have there been any obstacles outside your own control that have prevented you from performing effectively or achieving your agreed objectives?

(List the tasks or objectives you have not met and give an honest assessment of the reasons that prevented you doing so e.g. did you not have the right skills or knowledge? Did you not receive sufficient support or training? Was there not enough time or resources?)

1.13 Have you had sufficient regular opportunities to discuss your work and progress with the Council?

(Give details of the level and effectiveness of the support and supervision given to you in the last year and the effectiveness or otherwise of the style and approach used.)

1.14 What training courses, conferences or other events have you attended in the past year which you found useful?

(List the training courses or other learning events you have attended or research you have done to give you additional knowledge or any other on the job training you received in the last year and why they were useful (or not) to you.)

1.15 What have you done personally to improve your performance?

(Detail here the things you have personally done e.g. change in your attitude, approach or commitment, obtained more support, undertaken more responsibility, mentoring, coaching etc.)

1.16 What do you find most or least interesting in your job?

(List the things in your role that you enjoy and/or find most or least interesting.)

(b) Looking Forward

1.1.1 What do you consider to be your key strengths in your current role?

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*(Describe in terms of your **skills** e.g. interpersonal, technical, organisational problem-solving etc, **experience** e.g. tasks or events that have been useful to you in your post or from which you have learnt, **personality/attitude** e.g. how it influences **your work**, your commitment or motivation etc and **leadership style** – if appropriate.)*

1.2 Have you any skills, aptitudes or knowledge not fully utilised in your job? If so, what are they and how could they be used?

(List any skill, ability or attribute you have which is under-utilised in your present job.)

1.3 What could be done to overcome or diminish any of the obstacles listed earlier?

(Describe how your manager and/or the Council has or has not helped you carry out your job successfully in the last year and how this could improve in the future. Comment on the regularity and usefulness (or otherwise) of meetings with your manager to discuss your progress and deal with any concerns you may have had.)

1.4 Can you suggest any specific training or other guidance or support that would help your performance and/or personal development?

(Detail here the training or other learning events that you feel would bridge any gaps in your skills, knowledge and experience.)

1.5 Are there any areas of work or tasks where you would like to become involved?

(List any tasks or projects with which you feel you would like to be involved and why you feel this would help your development.)

1.6 Are there any tasks you would like to drop or have less involvement?

(List any current tasks or projects which you feel you would like to drop and why you consider that this should be agreed.)

1.7 What further resources would make achieving your aims and objectives easier?

(Detail here any additional resources that the Council should consider providing to help your job and you to achieve your objectives.)

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2. Aims and Objectives

2.1 Using your job description and last year's performance plan what key objectives do you intend to achieve in the coming year?

(Having worked through your self-appraisal, list here your personal objectives and the learning events you would like to take place over the next year - include your own self learning or personal action plan as well as those with which the Council could assist.)

(List the tasks and/or objectives you expect to increase or develop in the next year and those that may diminish in extent or importance. Include those where you personally may need to make improvement or change your attitude or approach.)

(Consider the tasks and/or objectives you expect to increase or develop in the next year and those that may diminish in extent or importance and include those where you personally may need to make improvement or change your attitude or approach.)

(Objectives should be clear and achievable but there are no set number of objectives however those set should cover key aspects of your job and be demanding enough to stretch the appraisee.)

3. Organisational Development

3.1 What improvements or change do you think would be of most benefit in the next year to:-

(a) the Council as a whole?

(b) your area of responsibility?

(List here any practical actions or policies the Council could consider for the benefit of everyone or to improve your performance.)

4. Other Matters

4.1 What other matters do you feel could be usefully discussed at your appraisal meeting?

(Add here anything else you want to say about the job, the Council or the people you work with.)

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3. Appraisal Review Form – Outcomes and Development Plan (to be completed by the appraiser and agreed with the appraisee)

This Section allows for the appraiser to consider and comment on what the appraisee has included above and/or at the appraisal meeting.

(The appraiser should concentrate on where the staff member would benefit from challenge or needs support and the agreed objectives and training and development needs should be included in the plan for the next review year.)

3.1 Comment on the employee's main achievements and anything else that was done particularly well.

(Comment on the appraisee's response and ensure that all praiseworthy tasks or achievements are included.)

3.2 Comment on work which has not gone well for employee or objectives that have not been met.

(Comment on the appraisee's response and ensure that you agree why this has happened.)

3.3 List any tasks that should no longer be in the job description or which should now be included.

(Comment on the appraisee's response and agree any changes ensuring that they changes are practical and link appropriately to the Councils' maims and objectives.)

3.4 Outline your overall assessment of the employee's performance during the last twelve months including any particular strengths, weaknesses or constraints to their work and the achievement of agreed objectives.

(Comment on the appraisee's response as well as ensuring that you include any gaps or obstacles that currently limit the appraisee and any action that is agreed to be taken to improve matters.)

3.5 Outline any agreed gaps in skills, knowledge and/or experience that need to be bridged.

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(Comment on the appraisee's response and agree the ways in which you or the Council can help bridge the identified gaps and address any ongoing concerns.)

3.6 Schedule training and development will be provided in the coming year.

(Comment on the appraisee's response and add any events that the person may have missed or may not consider to be a learning experience.)

3.7 Outline agreed aims and objectives for the next twelve months.

(Objectives should be clear and achievable but there are no set number of objectives. However, those set should cover key aspects of the appraisee's job and be demanding enough to stretch the appraisee.)

(Ensure that you include what you feel the employee's key personal and work objectives should be and the way the Council can assist in their achievement.)

4. Acceptance

This section provides space for the appraisee to comment on the completed form and the appraisal process in general.

(Comment on how you feel the appraisal process and your appraisal meeting went and particularly include any benefits you believe will result or alternatively any changes that could be considered to improve the process.)

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BOVINGDON PARISH COUNCIL

APPRAISAL SCHEME ACTION PLAN

(adopted from the HAPTC Appraisal Manual)

The following action plan schedules the steps involved in the annual appraisal scheme process and who is responsible within the Parish Council. The persons responsible will be varied according to the post holder being appraised.

STAGE	ACTION	PERSON(S) RESONSIBLE	TIME FRAME
Stage 1	Review and update Parish Council aims, objectives and business plan	Council with input from Clerk to the Council	Ongoing
Stage 2	Arrange appraisal meetings	Clerk to the Council	Tbc
Stage 3	Issue Scheme details, action plan schedule and Appraisal Review Forms	Clerk to the Council	Tbc
Stage 4	Complete self-assessment in Section 2 of Appraisal Review Form	Each member of staff	By February
Stage 5	Hold appraisal meetings and agree objectives, development plan and sign off in Section 3 and 4 of Appraisal Review Form	Manager, Clerk to the Council or Chair of the Council as appropriate with staff member	Tbc
Stage 6	Implementation of objectives and development plan	Staff member with manager, Clerk to the Council or Chair of the Council as appropriate	Tbc
Stage 7	Six-monthly progress review meeting	Manager, Clerk to the Council or Chair of the Council as appropriate with staff member	August
Stage 8	Re-commence process	As above	Tbc
Stage 9	Review operation of Appraisal Scheme	Clerk to the Council and the Council	Periodically and as required

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BOVINGDON PARISH COUNCIL

APPRAISAL REVIEW FORM

(adopted from the HAPTC Appraisal Manual)

NAME:	
JOB TITLE:	
DATE:	

SECTION 1. PURPOSE OF THE APPRAISAL MEETING

The purpose of the appraisal meeting is to enable you, as the appraisee, to discuss your job performance both looking back over the last year and looking forward to the future. The meeting should aim to clarify:-

(a) the main scope and purpose of your job;
(b) your targets, objectives and key tasks;
(c) how effective your performance is and any areas for improvement;
(d) your training and development needs for the next year.

To prepare for the appraisal meeting you should complete Section 2 of this form and bring to the meeting a list of the current and future activities and/or projects on which you are working.

SECTION 2. SELF ASSESSMENT (To be completed by the appraisee)

You should complete the following questions in an open and honest way and refer to any previously agreed objectives to help complete this part of the form and your job description to ensure its continued relevance. When completed you should submit it to **xxxxxxxxxxxxxxxxx** by **xxxxxxxxxxxxxxxx**.

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1. Job Role and Performance

(a) Looking Back

Thinking about the last twelve months:-

1.1 Are you clear about the Council's aims and objectives and your role in their achievement? **Yes/No**

1.2 If no, why is this?

1.3 Do you understand all the responsibilities and requirements of your job as set out in the attached job description? **Yes/No**

1.4 If no, which ones are not clear?

1.5 Are there any parts of your job description that you are not currently doing? **Yes/No**

1.6 If yes, which ones and why is this?

1.7 Are there any tasks that you undertake but which are not in your current job description? **Yes/No**

1.8 If yes, what are they?

1.9 What aspects of your work or objectives (referring to the previously agreed objectives for this year) have gone well this year and have been your major achievements?

1.10 Which aspects of your job or objectives have given you most difficulty and why?

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1.11 How well are you working with others in the team and managing to prioritise your workload?

1.12 Have there been any obstacles outside your own control that have prevented you from performing effectively or achieving your agreed objectives?

1.13 Have you had sufficient regular opportunities to discuss your work and progress with the Council? **Yes/No**

1.14 What training courses, conferences or other events have you attended in the past year which you found useful?

1.15 What have you done personally to improve your performance?

1.16 What do you find most or least interesting in your job?

(b) Looking Forward

1.1 What do you consider to be your key strengths in your current role?

1.2 Have you any skills, aptitudes or knowledge not fully utilised in your job? If so, what are they and how could they be used?

1.3 What could be done to overcome or diminish any of the obstacles listed earlier?

Bovingdon Parish Council

Parish Council Office
Memorial Hall
High Street
Bovingdon
Hertfordshire HP3 0HJ

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Website: www.bovingdonparishcouncil.gov.uk



1.4 Can you suggest any specific training or other guidance or support that would help your performance and/or personal development?

1.5 Are there any areas of work or tasks where you would like to become involved?

1.6 Are there any tasks you would like to drop or have less involvement?

1.7 What further resources would make achieving your aims and objectives easier?

2. Aims and Objectives

2.1 Using your job description and last year's performance plan what key objectives do you intend to achieve in the coming year? *(Objectives should be clear and achievable but there are no set number of objectives however those set should cover key aspects of the appraisee's job and be demanding enough to stretch the appraisee.)*

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3. Organisational Development

3.1 What improvements or change do you think would be of most benefit in the next year to:-

(a) the Council as a whole?

(b) your area of responsibility?

4. Other Matters

4.1 What other matters do you feel could be usefully discussed at your appraisal meeting?

Signature: _____

Date: _____

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SECTION 3. OUTCOMES AND DEVELOPMENT PLAN (To be completed by the Appraiser)

This Section allows for the appraiser to consider and comment on what the appraisee has included above and/or at the appraisal meeting. *(The appraiser should concentrate on where the staff member would benefit from challenge or needs support and the agreed objectives and training and development needs should be included in the plan for the next review year.)*

3.1 Comment on the employee's main achievements and anything else that was done particularly well.

3.2 Comment on work which has not gone well for employee or objectives that have not been met.

3.3 List any tasks that should no longer be in the job description or which should now be included.

3.4 Outline your overall assessment of the employee's performance during the last twelve months including any particular strengths, weaknesses or constraints to their work and the achievement of agreed objectives.

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3.5 Outline any agreed gaps in skills, knowledge and/or experience that need to be bridged.

3.6 Schedule training and development will be provided in the coming year.

3.7 Outline agreed aims and objectives for the next twelve months. *(Objectives should be clear and achievable but there are no set number of objectives however those set should cover key aspects of the appraisee's job and be demanding enough to stretch the appraisee.)*

Appraisers Signature: _____

Date: _____

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SECTION 4. ACCEPTANCE (To be completed by the Appraisee)

This section provides space for the appraisee to comment on the completed form and the appraisal meeting and process in general.

(a) I agree to the comments and objectives for the following year as part of my development plan as set out in Section 3 above.

(b) My views on my appraisal meeting and the process in general are:

Signature: _____

Date: _____

ITEM: 26/038/FPC (6)

Bovingdon Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Council Income						
1000	Precept	430,240	138,175	(292,065)			311.4%
1030	Concurrent Warden	0	9,198	9,198			0.0%
1031	Concurrent Other	0	6,498	6,498			0.0%
1100	Interest	736	2,000	1,264			36.8%
1150	CIL Receipts	(276,368)	0	276,368			0.0%
1170	Dog Bags Income	0	350	350			0.0%
1180	Bowls Club Rent	218	436	218			50.0%
	Council Income :- Income	**154,826**	**156,657**	**1,831**			**98.8%**
	Net Income	**154,826**	**156,657**	**1,831**			
110	Administration						
2000	Salaries	19,025	65,709	46,684		46,684	29.0%
2005	Pay Award	0	2,712	2,712		2,712	0.0%
2006	Pay Award - Cilca	0	2,000	2,000		2,000	0.0%
2010	Payroll Services	231	593	362		362	39.0%
2100	Audit Fees	1,761	2,600	839		839	67.7%
2110	Professional Fees	1,714	0	(1,714)		(1,714)	0.0%
2150	Office Expenses	466	1,976	1,510		1,510	23.6%
2151	Chairman allowance	0	250	250		250	0.0%
2160	Office IT	921	4,636	3,715		3,715	19.9%
2200	Insurance	0	748	748		748	0.0%
2250	Subscriptions	1,341	5,063	3,722		3,722	26.5%
2251	Cllr Training Post Election	0	500	500		500	0.0%
2500	Dog Bags Expenditure	0	700	700		700	0.0%
2600	Parish Expenses	42	1,393	1,351		1,351	3.0%
3000	Village Warden expenses	4,700	15,000	10,300		10,300	31.3%
3010	Village Warden Litter	4,020	11,600	7,580		7,580	34.7%
3020	Outdoors - Plants etc	216	0	(216)		(216)	0.0%
3025	Outdoors- H/Basket Lampost	2,039	3,000	961		961	68.0%
3050	Outdoors - Docks	0	2,000	2,000		2,000	0.0%
3060	Outdoors - Pond	0	3,000	3,000		3,000	0.0%
3070	Outdoors - Other	1,429	3,000	1,571		1,571	47.6%
4502	Budget - DBC MH Grant Toilets	0	4,374	4,374		4,374	0.0%
4505	Budget - Special Projects	0	10,000	10,000		10,000	0.0%
5500	CIL Expenditure	19,900	0	(19,900)		(19,900)	0.0%
	Administration :- Indirect Expenditure	**57,805**	**140,854**	**83,049**	**0**	**83,049**	**41.0%**
	Net Expenditure	**(57,805)**	**(140,854)**	**(83,049)**			
9500	plus Transfer from EMR	19,900	0	(19,900)			
	Movement to/(from) Gen Reserve	**(37,905)**	**(140,854)**	**(102,949)**			

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	**154,826**	**156,657**	**1,831**			**98.8%**
Expenditure	**57,805**	**140,854**	**83,049**	**0**	**83,049**	**41.0%**
Net Income over Expenditure	**97,021**	**15,803**	**(81,218)**			
plus Transfer from EMR	**19,900**	0	(19,900)			
Movement to/(from) Gen Reserve	**116,921**	**15,803**	**(101,118)**			

ITEM: 26/038/FPC (c)

Date: 12/08/2026 **Bovingdon Parish Council** Page 1

Time: 10:25 User: GEMMA

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Coop Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/07/2026	DD	591.44		591.44		R	NEST Pension
08/07/2026	BACS	19.99		19.99		R	Dropbox
08/07/2026	BACS	80.00		80.00		R	Peter Shoults
14/07/2026	BACS	46.80		46.80		R	Community Action Dacorum
14/07/2026	BACS	4,236.13		4,236.13		R	Community Action Dacorum
20/07/2026	DD	387.89		387.89		R	British Telecom
20/07/2026	Transfer		10,000.00	10,000.00		R	Receipt(s) Banked
22/07/2026	BACS	367.20		367.20		R	Rialtas Business Solutions Ltd
22/07/2026	BACS	1,536.00		1,536.00		R	Electrical Testing Limited
22/07/2026	BACS	162.10		162.10		R	Microshade
29/07/2026	BACS	80.00		80.00		R	Peter Shoults
29/07/2026	BACS	1,080.00		1,080.00		R	Paul Hartwell
29/07/2026	BACS	1,200.00		1,200.00		R	Paul Hartwell
29/07/2026	BACS	1,714.00		1,714.00		R	Trevor Standen
29/07/2026	BACS	58.07		58.07		R	Konica Minolta
29/07/2026	BACS	84.74		84.74		R	Konica Minolta
		11,644.36	10,000.00				

Parish Office:

Name .....Signed .....Date .....

Finance Committee:

Name .....Signed .....Date .....

ITEM: 26/038/FPC (d)

Bovingdon Office

From: Bovingdon Office
Sent: 19 August 2026 12:05
To: caroline.barnett@councillor.bovingdonparishcouncil.gov.uk; 'BPC Julie Steer'; 'graham.barrett@councillor.bovingdonparishcouncil.gov.uk'; 'hugh.schneiders@councillor.bovingdonparishcouncil.gov.uk'; 'ian.field@councillor.bovingdonparishcouncil.gov.uk'; 'karen.bregazzi-jones@councillor.bovingdonparishcouncil.gov.uk'; nic.leon@councillor.bovingdonparishcouncil.gov.uk; 'pauline.wright@councillor.bovingdonparishcouncil.gov.uk'; 'philip.walker@councillor.bovingdonparishcouncil.gov.uk'
Subject: FW: Flotek Service Quote

Good Afternoon All,
Our current IT supplier, Microshade, was taken over by Flotek in the middle of last year. Flotek has now asked us to enter into a new contract with them, and the details are set out below.
This will be included as an item on the September agenda for consideration, but I wanted to share the information with you in advance so that you have an opportunity to review it beforehand.

Kind regards,

From: James Fox <james.fox@flotek.io>
Sent: 15 July 2026 14:04
To: Bovingdon Office <office@bovingdonparishcouncil.gov.uk>
Subject: Flotek Service Quote

Hi Gemma,

I hope you're well and you've had a good week.

My names James, I'm your Account Manager at Flotek Group. As you may be aware, I now look after a number of businesses following Flotek's acquisition of Microshade. As part of this transition, I'm ensuring all contracts are up to date and formally re-signed under Flotek.

I also wanted to confirm that your current IT Services and Licences agreement has passed its initial term and is now operating on a standard 12-month rolling renewal.

While everything continues to run smoothly under this arrangement, we do need to have all contracts re-signed with Flotek, as Microshade is no longer in business.

The quote is for 36 months, I have applied a discount to your services of £6 a month, over the 36 month term you save £216. If you would like to sign for 12 months, I can adjust the pricing to match your current costs.

Please find your recontracting quote with Flotek Group at the link below:

https://app.pandadoc.com/document/v2?token=fe2e73ba797ea1d6fcbf30814f8f26a72298cfce

If you need anything further, I'm happy to help.

Many thanks,

Kind Regards,

James Fox
Office Based Account Manager

Book a Microsoft Teams Meeting with me here!



Flotek group

James Fox

Office Based Account Manager

www.Flotek.io

02921 508000 (DDI)

02921 508000

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Registered Office: Unit 4, Bocam Park, Pencoed, Bridgend, CF35 5LJ
Company Number: Flotek Group Limited: 13882299 I Registered in England and Wales
VAT Registration Numbers: Flotek Group Limited I GB 406 018 239

Flotek Group has scanned and approved this email for your delivery - please note all website links have been replaced with a secure link for your own safety and will be scanned again once clicked.

ITEM: 26/038/FPC (e)

Bovingdon Office

From: Steve Parkinson <steve@parkinsonpartnership.uk>
Sent: 27 August 2026 17:53
To: Bovingdon Office
Subject: RE: Urgent VAT advice

Hi Gemma,

Thank you for inviting us to quote for VAT advice.

An on-site review of the council's VAT activity (including in its capacity as charity trustee) would be a **fixed fee of £2,125 plus VAT,** inclusive of all travel costs. This is a not a detailed transaction check, but a review of policies and procedures that covers "are we charging VAT on the right things" and "are we entitled to reclaim VAT". It will include any recommendations for improvement, clarification of treatment, and identification of potential risk areas. We will look at whether any amounts are claimable from, or repayable to, HMRC, but the review fee does not include making any submissions or representations to HMRC on the council's behalf.

The review would include looking at the council's VAT partial exemption calculations for the last 4 years if you have them, but the fee doesn't include preparing any partial exemption calculations where they haven't been done.

A review would not cover VAT planning options for any individual projects over £250,000, which would be subject to a separate fee.

The fee includes one visit (inclusive of all travel costs), a report, additional Zoom consultations if required and reasonable aftercare (for example answering any questions as the council considers and implements the advice).

Our fee does not include:
- attending any further meetings
- any additional travel
- consultation with stakeholder groups
- representing the council to HMRC
- rescuing the council if they ignore the advice given

The Parkinson Partnership LLP has been commissioned to advise over 300 parish and town councils on VAT over the last 11 years. We also provide advice to the members of 41 county associations of local councils. We are regulated by AAT in providing tax advice and supervised by them for anti-money laundering purposes. All advice is covered by our professional indemnity insurance, and we are happy to put you in touch with satisfied customers if required.

I hope this is of interest to the council.

Yours sincerely

Steve Parkinson
The Parkinson Partnership LLP
Hello House
135 Somerford Road
Christchurch
BH23 3PY

023 8218 2318

PARKINSON
PARTNERSHIP

www.parkinsonpartnership.uk

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Members: Steve Parkinson FMAAT, Cordelia Parkinson
VAT Registration number GB 443 6266 90

aat AAT Licensed Accountant

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From: Bovingdon Office <office@bovingdonparishcouncil.gov.uk>
Sent: 19 August 2026 09:49
To: Steve Parkinson <steve@parkinsonpartnership.uk>
Cc: 'Nikki at HAPTC' <nikki@haptc.org.uk>
Subject: FW: Urgent VAT advice
Importance: High

Morning Steve,

I hope you are well.

Following on from the email below, are you able to advise whether this is something you would be able to assist us with?

We are becoming increasingly concerned that we have not yet claimed any VAT for the new financial year, and we are also concerned that we may have VAT to repay.

We have a full Council meeting coming up on 7 September, and we would really like to be able to put your quotation to the Council for approval so that we can move forward as soon as possible.
I would therefore be grateful if you could let us know whether you are able to assist and, if so, whether you could provide your quotation at your earliest convenience.

Many thanks, and I look forward to hearing from you.

ITEM: 26/43/FPC

Bovingdon Office

From: Olivia Wooster <Olivia@sparkx.co.uk>
Sent: 10 August 2026 15:11
To: Bovingdon Office
Subject: Re: 2026
Attachments: 2c80f24e-068b-442a-9.jpg; ChatGPT Image Aug 10, 2026, 03_07_17 PM.png

Hi Gemma,

Many thanks for your email. I'm LOVING this heat 😀 I hope you are enjoying it too?

We do have some brand new motifs that came in this year so if you wanted to hire these instead you're welcome to let us know in September. (I did a mock up photo edit of them on your High St)

Noted re wireless kit but to make you aware this means they'll be on 24/7 as the wireless kit controls the time settings.

We would recommend electrical testing which I will put on quote below. If you decide not to we'd kindly request it's in writing that you don't want to proceed.

We could offer to buy your motifs off you for £500

Same scheme -
Install/removal - £1,900exVAT
Electrical testing including electronic certificates - £950exVAT
Storage and testing - £500exVAT
Repairs to motifs - £160exVAT

New scheme -
Hire of 14x motifs - £3,150exVAT
Electrical testing including electronic certificates - free of charge
Storage and testing - £500exVAT
Repairs - **included on hire scheme**

Kind regards

Olivia Wooster
Project Manager

Phone 01494 956392
Mobile 07876 275435
Website www.sparkx.co.uk
Address Wellhead Farm, Hale Road, Wendover, Bucks, HP22 6NJ

We'd really appreciate any feedback you're happy to share —positive or ne
https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=SzG6IxSB8UC



From: Bovingdon Office <office@bovingdonparishcouncil.gov.uk>
Sent: 10 August 2026 14:10
To: Olivia Wooster <Olivia@sparkx.co.uk>
Cc: philip.walker@councillor.bovingdonparishcouncil.gov.uk <philip.walker@councillor.bovingdonparishcouncil.gov.uk>
Subject: RE: 2026

Good Afternoon Olivia,

I hope you are well and are enjoying the heat !!
Please see responses below

Gemma Coventry
Clerk to the Bovingdon Parish Council
The Memorial Hall, High Street, Bovingdon, Hertfordshire, HP3 0HJ
Tel: 01442 833036
Email: office@bovingdonparishcouncil.gov.uk
Website: www.bovingdonparishcouncil.gov.uk
Office Hours:
Mon, Tue, Wed, Fri: 9:00 AM – 12:00 PM
Thursday: Closed

Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

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