

Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee
held via remote video conference
on Tuesday 4 May 2021 starting at 2.00 p.m.

Present:

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

Also Present:

Mike Kember
Dave Kirk, Responsible Financial Officer (RFO)

1.	Apologies for Absence	
	There were apologies for absence received from Councillor Phil Walker.	
2.	Declaration of Interests	
	There were no Declarations of Interest.	
3.	Minutes of the Meeting of the Finance & General Purposes Committee held on 22 February 2021	
	It was agreed by those present at the meeting that the minutes of the meeting held on 22 February 2021 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 22 February 2021 not on the agenda	
4.1	Recharge costs Parish / Memorial Hall	
	Agreed to transfer £15k for the year ending 31 March 2022 in January 2022 as the recharge for the use of the Memorial Hall by the Parish Council. This figure will be reviewed each year.	Councillor Steer / Parish Clerk / RFO
4.2	Unity Trust Bank v Coop including financial regulations	
	Agreed that all paperwork will be circulated to the members of this Committee by 31 May 2021 for review. Approval will be sought at the meeting of the Parish Council to be held on 5 July 2021.	RFO
4.3	Memorial Hall clock	
	Councillor Steer reported that details concerning the replacement clock are being finalised and will be brought to the meeting of the Parish Council to be held on 5 July 2021.	Councillor Steer / Assistant to the Parish Clerk
4.4	Bovingdon Bowls Club	
	Agreed that with effect from 1 April 2021, the rent received from the Bowls Club should go into the Parish Council account. The Parish Clerk was asked to write to the Bowls Club setting out the revised arrangements together with the new bank details.	Parish Clerk
4.5	Insurance	
	The RFO reported that he had invited other companies to quote but only one had responded and it was not competitive with our existing insurer. Arrangements have therefore, been made to accept the quotation from our existing provider.	

	Agreed to look into the possibility of providing separate insurance policies for the Parish and Memorial Hall from 1 April 2022. Review to commence in January 2022.	RFO
5.	Parish End of Year Accounts 202 – 21 and update on AGAR	
	The RFO presented the detail of the End of year Accounts. AGAR details to be provided by RFO by 31 May 2021	RFO
	Agreed to make the following recommendations to the Parish Council meeting to be held on 4 May 2021: <ul style="list-style-type: none"> 1. To receive and approve the Annual Accounts 2020 – 21 for the Parish including the Revenue Account, Balance Sheet and List of Payments. 2. To seek ratification to move the Parish Council reserves as follows: <ul style="list-style-type: none"> (a) £1,366 from Community Reserve to Grants Reserve (b) £5k from the General Reserves to Neighbourhood Plan Reserve (c) £4k from General Reserves to the Bovingdon Green Pond renovation Reserve 3. To approve the list of Parish 'reserves' totalling £135,590 4. To appoint APS Accountancy of Dunstable as the Annual Internal Auditor for 2020 – 21 	RFO / Parish Clerk
6.	Memorial Hall End of Year Accounts 2020 - 21	
	The RFO presented the detail of the End of year Accounts.	
	Agreed to make the following recommendations to the Parish Council meeting to be held on 4 May 2021 <ul style="list-style-type: none"> 1. To receive and approve the Annual Accounts 2020 – 21 for the Memorial Hall including the Revenue Account, Balance Sheet and List of Payments. 2. To seek ratification to move the surplus for the Memorial Hall as follows: <ul style="list-style-type: none"> (a) £2,108 to the 5-year maintenance reserve (b) £4,785 to the major refurbishment reserve 3. To approve the list of Memorial Hall 'reserves' totalling £110,605 	RFO / Parish Clerk
	Councillor Barrett thanked the RFO for getting the accounts for the Parish Council for the past two years onto the Rialtas system.	
7.	To approve the Rialtas reports for the Memorial Hall / Parish Council for periods ending during 31 October 2020 to 31 January 2021	
	These were agreed as follows: <ul style="list-style-type: none"> 7.1.1 Bank Reconciliation Statement - Current Account – Memorial Hall / Parish Council 7.1.2 Bank Reconciliation Statement - as required for Deposit, Hampshire Trust, Skipton for Memorial Hall / Parish Council accounts 7.1.3 Bank Reconciliation (list of payments / receipts) - Current Account – Memorial Hall / Parish Council 7.1.4 Bank Reconciliation (list of payments / receipts) as required for Deposit, Hampshire Trust, Skipton or Memorial Hall / Parish Council accounts 7.1.5 Detailed Income & Expenditure by Budget Heading – Cost Centre Report - Current Account – Memorial Hall / Parish Council 7.1.6 Detailed Income & Expenditure by Budget Heading – Cost Centre Report as required for Deposit, Hampshire Trust, Skipton or Memorial Hall / Parish Council accounts 	

	7.1.7 Bank - Cash and Investment Reconciliation - Current Account – Memorial Hall / Parish Council 7.1.8 Bank - Cash and Investment Reconciliation as required for Deposit, Hampshire Trust, Skipton or Memorial Hall / Parish Council accounts	
	These reports will be provided on a regular basis to the Committee.	
	Agreed that a zoom meeting should be held between Councillor Steer and the RFO to review the BP10 finance figures.	Councillor Steer / RFO
8.	Update on investments	
	<p>The current position at 30 April 2021 is:</p> <p>Hampshire Trust Bank</p> <ul style="list-style-type: none"> • Bovingdon Parish Council - 90-day Business Notice Account - £80k • Memorial Hall - 90-day Business Notice Account - £40,595.06 <p>Skipton Building Society</p> <ul style="list-style-type: none"> • Bovingdon Parish Council - One year fixed bond issue - £20,278.47 - Matures 23 October 2021. • Bovingdon Parish Council - 45-day notice account issue - £22,448.17 – opened 8 October 2020. <p>On receipt of April's CIL monies totalling £32,384.51 - £25k was moved to the Hampshire Trust Bank (Parish Council) account and £7,384.51 was moved to the Skipton 45-day notice account (Parish Council).</p> <p>In addition, £10,095 was moved to the Hampshire Trust Bank (Memorial Hall) account from a matured Skipton account.</p> <p>Co-operative Bank</p> <ul style="list-style-type: none"> • Parish Council Deposit A/c – £105,720.15 • Parish Council Current A/c – £10,009.99 • Memorial Hall Deposit A/c - £ 51,186.78 • Memorial Hall Current A/c - £ 1,885.02 	
9.	Documentation - Memorial Hall Asset Register to be approved	
	Agreed to recommend to the Parish Council meeting to be held on 4 May 2021 that councillors receive the updated Memorial Hall Asset register.	Parish Clerk
9.1	RFO documentation to be reviewed e.g. Financial Standing Orders	
	Agreed that all paperwork will be circulated to the members of this Committee by 31 May 2021 for review. Approval will be sought at the meeting of the Parish Council to be held on 5 July 2021.	RFO
10.	Update on VAT	
	The payments for 2019 – 20 have been received and the Council is currently awaiting to submit the payments for 2020 – 21. Agreed that in future, VAT will be claimed on a quarterly basis.	RFO
11.	Update on outstanding tasks and yearly planner	
	The RFO to complete all outstanding tasks and yearly planner by 31 May 2021.	RFO
12.	Update on CIL	
	The Council has received CIL receipts of £67,619.48 to date.	

13.	Health & Safety	
	There was nothing to report.	
14.	Any other urgent business	
14.1	Restart Grant	
	Councillor Steer reported that an application has been made for a COVID-19 Restart Grant of £8k in respect of the Memorial Hall.	Councillor Steer
14.2	Neighbourhood Plan	
	Agreed to make the following recommendation to the Parish Council meeting to be held on 4 May 2021 1. To approve a budget of £5k from 'reserves' towards the costs of producing the Neighbourhood Plan.	Parish Clerk
14.2	Parish Council meeting scheduled for 7 June 2021	
	Agreed to cancel the Parish Council meeting scheduled for 7 June 2021, as this was included in the calendar primarily for the End of Year Accounts, etc., which have already been dealt with.	Parish Clerk
15.	Date of next meeting	
	To be arranged during June 2021.	Councillor Steer / Parish Clerk
	Meeting closed at 3.30 p.m.	

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