

Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee
held at The Memorial Hall, High Street, Bovingdon
on Monday 12 July 2021 starting at 6.00 p.m.

Present:

Councillor Graham Barrett
Councillor Julie Steer (Chairman)
Councillor David Stent
Councillor Philip Walker

Also Present:

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

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| 1. | Appointment of Chairman of the Finance & General Purposes Committee to hold office until the next Annual Meeting of the Parish Council | |
| | Councillor Steer was appointed Chairman of the Finance & General Purposes Committee to hold office until the next Annual Meeting of the Parish Council. | |
| 2. | Apologies for Absence | |
| | There were no apologies for absence. | |
| 3. | Declaration of Interests | |
| | There were no Declarations of Interest. | |
| 4. | Minutes of the Meeting of the Finance & General Purposes Committee held on 4 May 2021 | |
| | It was agreed by those present at the meeting that the minutes of the meeting held on 4 May 2021 were a true representation of the meeting and were signed by Councillor Steer. | |
| 5. | Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 4 May 2021 not on the agenda | |
| 5.1 | Recharge costs Parish / Memorial Hall | |
| | The figure will be reviewed in January each year. | |
| 5.2 | Memorial Hall clock | |
| | Councillor Steer confirmed that an order for the purchase of the replacement clock was in hand. | Councillor Steer |
| 5.3 | Bovingdon Bowls Club | |
| | The Bowls Club have been informed of the revised Parish Council bank account details. | |
| 5.4 | Insurance | |
| | The possibility of providing separate insurance policies for the Parish and Memorial Hall from 1 April 2022 will be added as a task to the Yearly Planner. | Councillor Steer / RFO |
| 5.5 | Parish End of Year Accounts 2020 – 21 and update on AGAR | |
| | Completed. The RFO reported that hopefully it will be easier to agree the documentation produced via the Rialtas Accounting System next year. This has been | |

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| | the first complete year of using the system and there were a number of anomalies that have had to be sorted out with system. Councillor Steer requested that the RFO produce for future reference, a list of indexes to be printed off the Rialtas System that are needed to be sent to the Internal auditor. | Councillor Steer / RFO |
| | Agreed that with effect from 2022, the July meeting of the Parish Council will be brought forward to the last Monday in June to allow the timetable for the submission of the AGAR documents to be met. In addition, it was agreed that the annual review of documents including Standing Orders will be carried out at this meeting. | Parish Clerk / RFO |
| 5.6 | Memorial Hall End of Year Accounts 2020 - 21 Completed. | |
| 5.7 | BP 10 Agreed that a zoom meeting should be held between Councillor Steer and the RFO to review the BP10 finance figures. | Councillor Steer / RFO |
| 5.8 | Memorial Hall Asset Register to be approved This was approved at the meeting of the Parish Council held on 4 May 2021. | |
| 5.9 | Restart Grant for Memorial Hall Councillor Steer confirmed that the COVID-19 Restart Grant of £8k had been received. | |
| 5.10 | Neighbourhood Plan A budget of £5k to be met from 'reserves' towards the costs of producing the Neighbourhood Plan had been agreed at the Parish Council meeting held on 4 May 2021. | |
| 7. | Update on online banking The RFO had circulated a detailed report in advance of the meeting. Agreed that the members of this Committee will be the authorised signatories in the first instance. Item for future consideration – to look into the possibility of having a Parish Council credit card. | RFO RFO |
| 8. | Update on investments The current position at 21 June 2021 is: Hampshire Trust Bank <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 Skipton Building Society <ul style="list-style-type: none"> • Bovingdon Parish Council - One year fixed bond issue 131 - £20,278.47 - Matures 23 October 2021. • Bovingdon Parish Council - 45-day notice account issue 7 - £22,448.17 – opened 8 October 2020. • Co-operative Bank <ul style="list-style-type: none"> • Parish Council Deposit A/c – £95,720.15 • Parish Council Current A/c – £5,207.20 • Memorial Hall Deposit A/c - £ 54,186.78 • Memorial Hall Current A/c - £ 2,808.65 | |

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| 9. | Documentation incl. Financial Standing Orders | |
| | The RFO had circulated to the Committee updated Standing Orders, Financial Regulations and Parish Risk Assessment. The RFO highlighted the suggested amendments and Councillor Steer asked the members to review these and give feedback prior to seeking approval to these documents at the Parish Council meeting to be held on 6 September 2021. The documents should be in the agreed Parish Council format with headers, footers and version numbers. | Parish Clerk / RFO |
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| 10. | Update on VAT | |
| | The forms have been submitted to reclaim the VAT for 2020 – 21. The Parish Council claim totals £9,695 and the Memorial Hall totals £4,297. | RFO |
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| 11. | Update on outstanding tasks and yearly planner | |
| | The RFO was asked to review the yearly planner and to make comments. | RFO |
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| | Agreed to undertake an annual Staff Pension Review when the End of Year Accounts are finalised. | RFO / Parish Clerk |
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| | Councillor Steer to let the Parish Clerk have a list of the outstanding tasks. | Councillor Steer |
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| 12. | Update on CIL | |
| | The Council has received CIL receipts of £67,169.48 to date and has agreed an expenditure of approx. £2.5k on four planters for the High Street and to replace two open topped litter bins. | |
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| 13. | Health & Safety | |
| | There was nothing to report. | |
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| 14. | Discuss arrangements for RFO's annual review | |
| | Agreed that Councillor Steer and the Parish Clerk will undertake the annual review. | Councillor Steer / Parish Clerk / RFO |
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| 15. | Any other urgent business | |
| 15.1 | Funding for BP10 | |
| | In reply to a question from Councillor Stent, Councillor Steer explained that the BP10 is self-financing, although all income and expenditure is made through the Parish Council account. | |
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| 15.2 | CDA for Herts | |
| | Agreed to renew the Annual Subscription at a cost of £36. | |
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| 15.3 | Re-opening of the Memorial Hall / Parish Office | |
| | It is proposed to re-open the Parish Office by 2 August, 2021. This is to allow sufficient time for the office to have a deep clean. Agreed that no public will be allowed in the office with-out an appointment and any other visitors will be required to wear face masks. Agreed to purchase a barrier to fit across the office door. | Councillor Steer / Parish Clerk / Asst. to the Parish Clerk |
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| | It is proposed that: <ul style="list-style-type: none"> All hall users should continue to wear face masks in the communal areas within the building i.e. on entering the Memorial Hall, in the corridors and in the toilet areas. Once in the room that has been hired it is then the | Councillor Steer / Parish Clerk / Asst. to |

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| | <p>responsibility of the hall hirer to adopt whatever restrictions with regards to facemasks they feel appropriate. BPC would also encourage users to keep the room that you are in well ventilated by opening windows and doors where possible</p> <ul style="list-style-type: none"> • Hall users are asked to continue to respect social distancing in the communal areas too • BPC will continue to provide hand sanitiser at the main entrance to the building and ask that all hall users sanitise their hands on entry • BPC will require all hall users to continue to wipe down all surfaces and equipment used during their hire before leaving and it may be wise to wipe down equipment before you use it too. BPC will continue to provide anti-bacterial spray and paper roll for the use of Hall users. <p>For health & safety reasons agreed that the toilets will remain closed for the time being to the general public.</p> | the Parish Clerk |
| 16. | Date of next meeting | |
| | To be arranged. | |
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| | Meeting closed at 7.25 p.m. | |
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