

## Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee  
held at The Memorial Hall, High Street, Bovingdon  
on Wednesday 4 May 2022 starting at 6.30 p.m.

### Present:

Councillor Mike Foulds  
Councillor Julie Steer (Chairman)  
Councillor David Stent

### Also Present:

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

<b>1.</b>	<b>Apologies for Absence</b>	
	There were apologies for absence received from Councillors Graham Barrett and Philip Walker.	
<b>2.</b>	<b>Declaration of Interests</b>	
	There were no Declaration of Interests.	
<b>3.</b>	<b>Minutes of the Meeting of the Finance &amp; General Purposes Committee held on 7 December 2021</b>	
	It was agreed by those present at the meeting that the minutes of the meeting held on 7 December 2021 were a true representation of the meeting and were 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 7 December 2021 not on the agenda</b>	
<b>4.1</b>	<b>Memorial Hall clock</b>	
	Councillor Steer reported that the new clock and light have been installed.	
<b>4.2</b>	<b>Insurance</b>	
	The RFO researched other insurance companies to obtain quotes but the council has decided to renew its policy via BHIB Insurance Brokers.	
<b>4.3</b>	<b>BP 10</b>	
	The zoom meeting between Councillor Steer and the RFO to review the BP10 finance figures has not taken place yet.	Councillor Steer / RFO
<b>4.4</b>	<b>Update on online banking</b>	
	Agreed that the online banking system needs to be reviewed as it is very time consuming and is not user friendly. The on-line cheque paying system is also unworkable. An official complaint was made to the Bank but the reply was less than helpful. Councillor Stent thanked Councillor Steer for all her work in paying invoices, etc.	Councillor Steer / RFO
	The RFO has had a discussion with an official at the Co-op who has agreed to help to set up the accounts for individual councillors, which should help to save a lot of time it takes to carry out banking transactions.	RFO
<b>4.5</b>	<b>Documentation</b>	

	The Parish Asset Register and Memorial Hall Asset Register were adopted at the Parish Council meeting held on 7 March 2022.	
<b>4.6</b>	<b>Staff Pension Review</b>	
	Agreed to undertake an annual Staff Pension Review when the End of Year Accounts are finalised.	RFO / Parish Clerk
<b>4.7</b>	<b>Discuss arrangements for RFO's annual review</b>	
	This remains outstanding.	Councillor Steer / Parish Clerk
<b>5.</b>	<b>Parish End of Year Accounts 2021 – 22 and update on AGAR</b>	
	The papers prepared by the RFO were discussed and it was noted that overall the accounts are on target although some clarification and 'tweaking' is required.	Councillor Steer / RFO
	The beacon needs to be added to the Council's Insurance Policy and Parish Asset Register.	RFO
<b>6.</b>	<b>Memorial Hall End of Year Accounts 2021-22</b>	
	Councillor Steer circulated a list of Memorial Hall payments for 2021 / 22 which were noted and will submitted to the Parish Council meeting to be held on 9 May 2022.	
	Agreed to transfer £15k from EMR Hall Major Improvement Reserve to EMR Bricks & Mortar.	RFO
<b>7.</b>	<b>Documentation to be reviewed</b>	
	The Standing Orders, Financial Regulations and Parish Risk Assessment are to be updated and to be adopted at the Parish Council meeting to be held on 27 June 2022. Reviewed documents to be circulated to Finance Committee for review at least 10 days before Parish Council meeting. To include risks for events, parish marshals, CIL monies and aborted fees on major projects.	RFO
<b>8.</b>	<b>Update on VAT</b>	
	The form has been submitted for the repayment of VAT for the six-month period April – September 2021. A further claim will be submitted for the period October 2021 – March 2022 once the draft Accounts have been agreed.	RFO
	The RFO to complete the Direct Claiming Gateway registration process and forward the procedure to Councillor Steer.	RFO
<b>9.</b>	<b>Update on outstanding tasks and yearly planner</b>	
	The RFO has been asked to review the yearly planner and to make comments.	RFO
	The RFO was asked to resolve the outstanding issue regarding the Phonographic Performance Limited Licence (PPL) for the Memorial Hall.	RFO
<b>10.</b>	<b>Update on CIL</b>	
	Agreed that there is a need for a separate meeting to discuss how the receipts are to be used and to complete a CIL Monitoring Report.	RFO / Parish Clerk / Councillor Steer
<b>11.</b>	<b>To consider the purchase of two SumUp machines</b>	

	Councillor Foulds on behalf of the Jubilee Steering Group introduced this item and proposed the Parish Council buy two machines to simplify transactions at events, for example, BP 10, Jubilee weekend and Christmas Street Fayre. The smallest device with charging station is £21 up front and then the cost is a processing fee of 1.69% per transaction which is pretty standard in the industry. Agreed subject to Councillor Foulds clarifying how transactions are recorded and to minimize the number of transactions between device and Parish account, as every transaction would have to be recorded on Rialtas and may become unworkable.	Councillor Foulds
<b>12.</b>	<b>To review and approve grants for Jubilee Street Parties</b>	
	Councillor will review the grants and take to the Parish Council meeting for approval.	Councillor Steer
<b>13.</b>	<b>Health &amp; Safety</b>	
	There was nothing to report.	
<b>14.</b>	<b>Any other urgent business</b>	
<b>14.1</b>	<b>Online Fintech Platform</b>	
	The RFO has carried out some research into Flagstone. It is not a bank but an online Fintech platform, providing access to hundreds of deposit accounts from over 50 banks and building societies enabling clients to maximise their interest income and conveniently increase the value of their deposits that are eligible for FSCS protection.	
	At this stage it was agreed to leave the investments where they are apart from investing £85k currently in the Parish Council's Account and putting it into the Skipton Building Society.	RFO to arrange transfer
<b>15.</b>	<b>Date of next meetings</b>	
	Agreed to hold meeting as follows: <ul style="list-style-type: none"> <li>• before the Parish Council meeting to be held on 27 June 2022</li> <li>• early December 2022</li> <li>• early May 2023</li> </ul>	
	<b>Exclusion of the public</b>  Part II - That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the item(s) in Part II of the agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of information relating to an employee:-	
<b>16.</b>	<b>To discuss pension arrangements for the Parish Clerk</b>	
	The Parish Clerk asked that consideration be given to making a contribution (s) to his private pension scheme as he had previously not taken up the option to enter into a NEST Pension with the council, although he would have been entitled to. This was agreed in principle subject to taking advice from the Herts Association of Parish & Town Councils.	Councillor Steer / Parish Clerk
	Meeting closed at 8.50 p.m.	