

Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee
held in The Memorial Hall, High Street, Bovingdon
on Tuesday 16 August 2022 starting at 6.30 p.m.

Present:

Councillor Graham Barrett
Councillor Ben Richardson
Councillor Julie Steer (Chair)
Councillor David Stent

Also Present:

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

1.	Appointment of Chair of the Finance & General Purposes Committee to hold office until the next Annual Meeting of the Parish Council	
	In the absence of a nomination, this item will be held over until the next meeting of the Committee. Councillor Steer undertook to Chair this meeting. Agreed that Councillor Richardson will join the Committee.	
2.	Apologies for Absence	
	There were apologies for absence received from Councillors Mike Foulds and Philip Walker.	
3.	Declaration of Interests	
	There were no Declaration of Interests.	
4.	Minutes of the Meeting of the Finance & General Purposes Committee held on 4 May 2022	
	It was agreed by those present at the meeting that the minutes of the meeting held on 4 May 2022 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 2022 not on the agenda	
5.1	BP 10	
	The zoom meeting between Councillor Steer and the RFO to review the BP10 finance figures has not taken place yet.	Councillor Steer / RFO
5.2	Staff Pension Review	
	The annual Staff Pension Review is still outstanding.	RFO / Parish Clerk
5.3	Discuss arrangements for RFO's annual review	
	This remains outstanding.	Councillor Steer / Parish Clerk
5.4	Parish End of Year Accounts 2021 – 22 and update on AGAR	
	The RFO confirmed that the beacon erected for the Queen's Platinum Jubilee had been added to the Council's Insurance Policy under Street Furniture. It has still to be added to the Parish Asset Register.	RFO

5.5	Memorial Hall End of Year Accounts 2021-22	
	The transfer of £15k from EMR Hall Major Improvement Reserve to EMR Bricks & Mortar has been completed.	
5.6	To consider the purchase of two SumUp machines	
	These have been purchased.	
5.7	To review and approve grants for Jubilee Street Parties	
	13 grants were approved.	
5.8	Online Fintech Platform	
	Agreed not to pursue this at the present time.	
6.	Parish Accounts for the quarter ending 30 June 2022	
	The RFO circulated details of the spend to 31 July, which was noted. The budget for the Queens Platinum Jubilee is still being reconciled. Agreed that a recommendation should go from the Jubilee Steering Group to the meeting of the Parish Council to be held on 5 September 2022 that a sum of £1,100 raised through donations to car parking should be given to local groups. The budget for the Parish Marshalls to be moved to under the responsibility of the Outdoors Committee.	Councillor Steer / Parish Clerk / RFO
7.	Memorial Hall Accounts for the period ending 31 July 2022	
	Councillor Steer reported that the accounts for April to June 2022 had been entered onto the Rialtas System.	
8.	Update and review:	
(a)	Insurance	
	The RFO reported that the Council had entered into a 3-year agreement with the present Insurers to take advantage of a discounted premium.	
(b)	Rialtas Accounting System	
	The end of year information for 2021- 22 has been carried across for the current financial year and information is being imputed.	
(c)	Memorial Hall to Parish yearly payment	
	The Committee reviewed the Memorial Hall end of year accounts for 2021 - 22. As there was a deficit of £210, it was agreed that there would be no payment for the financial year 2021 - 2022 and that this would be reviewed again at the end of the 2022 - 2023 financial year in June 2023.	RFO
(d)	Website for finance – any additions, etc.	
	Councillor Steer has reviewed the financial information contained on other local council websites. This varies between councils and it was agreed to make no changes to BPC's for the present. This will be reviewed in the future.	RFO
(e)	Neighbourhood Plan costs	
	There is a balance of £6,937 at the 31 July 2022. In 2018 the net cost for the year was £3,444. However, due to an underspend at year end, the Council agreed to charge £3,444 straight to revenue.	
(f)	Staff salaries - appraisals	
	Agreed these will be carried out in early 2023.	Parish Clerk
9.	Documentation to be reviewed :	

	<p>Subject to a few minor changes, agreed that the following documents should be taken to the next meeting of the Parish Council to be held on 5 September 2022 for approval</p> <p>(a) Financial risk assessment (b) BPC Grant Application Form (3/12/22) (c) Policy for the Award of Grants (3/12/22) (d) Marking the Death of a Senior National Figure Policy (9/11/22)</p>	Councillor Steer / Parish Clerk
10.	Update on banking - tokens and access	
	<p>Councillor Steer expressed concern that no other councillor had set-up their token to undertake the banking. It was understood that Councillor Stent had tried on several occasions but had been unsuccessful due to not being able to answer the security questions. Councillor Barrett agreed to try and activate his tokens. Due to the ongoing issues with the current bank, the Parish Clerk had been asked to contact Lloyds Bank. Although he would be able to set up the Parish Account a councillor (as a trustee) would have to set up the Memorial Hall account. Charges would be incurred if there was a balance of over £50k in either account.</p>	Councillor Barrett / Parish Clerk
11.	Update on outstanding tasks and yearly planner incl. update on PPL	
	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. The RFO confirmed that the council is owed money and that he is in the process of completing four years back paperwork to ensure this is resolved.	RFO
12.	Update on VAT	
	The form has been submitted for the repayment of VAT for the six-month period April – September 2021. A claim will be submitted for the period October 2021 – June 2022 during week beginning 22 August 2022.	RFO
	The RFO confirmed that the Direct Claiming Gateway registration process had been completed and that details of the route in are awaited.	RFO
	Agreed that copies of all the VAT paperwork for the last seven years to be provided for filing. RFO to provide Councillor Steer with the VAT breakdown costs for the Parish Council and Memorial Hall.	Councillor Steer / RFO
13.	Update on investments	
	<p>A Skipton bond matures on 23 October 2022. Agreed to look at other investments to see if it is possible to get a better rate of interest, but if not, then roll over for another period.</p> <p>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.</p>	Councillor Steer / RFO
14.	Update on CIL	
	Agreed to schedule a meeting in November with all councillors to discuss.	Councillor Steer / Parish Clerk
15.	Internal & External Auditors	

	Agreed to stay with existing external auditor. However, Stephen Pinder our internal auditor is retiring and the RFO has been asked to make enquiries and obtain quotes from several other local contacts.	RFO
16.	Health & Safety	
	There was nothing to report.	
17.	Any other urgent business	
17.1	BP 10 Run	
	Councillor Steer reported that the early indication is that there will be a deficit incurred with the organisation of this year's BP10 due to increased costs, which are outside the control of the Parish Council. However, there are reserves available to cover any loss.	Councillor Steer
18.	Date of next meetings	
	Agreed to hold meeting as follows: <ul style="list-style-type: none"> • early December 2022 • early May 2023 	
	<u>Exclusion of the public</u>	
	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:-	
19.	To discuss pension arrangements for the Parish Clerk	
	Agreed to discuss this at the Parish Council meeting to be held on 5 September 2022. Councillor Steer to circulate information.	Councillor Steer / Parish Clerk
	Meeting closed at 7.45 p.m.	