

Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee
held in The Memorial Hall, High Street, Bovingdon
on Tuesday 9 May 2023 starting at 10.00 a.m.

Present:

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

Also Present:

Mike Kember, Parish Clerk

1.	Apologies for Absence	
	There were apologies for absence received from Councillors Mike Foulds, Philip Walker and Dave Kirk, Responsible Financial Officer (RFO).	
	Councillor Stent on behalf of the councillors thanked Councillor Steer for all the work she has put in to help prepare the budget papers and for her continued work with the day-to-day finances of the council.	
2.	Declaration of Interests	
	There were no Declaration of Interests.	
3.	Minutes of the Meeting of the Finance & General Purposes Committee held on 14 December 2022	
	It was agreed by those present at the meeting that the minutes of the meeting held on 16 August 2022 were a true representation of the meeting and were signed by Councillor Steer.	
4.	Matters arising from the Minutes of the Meeting of the Finance & General Purposes Committee held on 14 December 2022 not on the agenda	
4.1	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
4.2	Staff Pension Review	
	The annual Staff Pension Review is still outstanding.	RFO / Parish Clerk
4.3	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
4.4	Review Memorial Hall Hire fees for 2023 – 24 and agree recommendation to meeting of the Parish Council to be held	
	The Parish Council at its meeting held on 9 January 2023 made an interim decision to increase the Hall Hire Charges by 11% with effect from 1 April 2023. The working group continues to collect information about usage and charges which will be reported back to the Memorial Hall Management Committee to review and make recommendations.	Councillors Richardson & Steer
4.5	Discuss draft Parish budgets for 2023 – 24	
	The High Street Regeneration and Social Infrastructure Support (HSSI) grant of up to a maximum of £10,235 received from the Neighbourhood Planning Programme, funded by the Department for Levelling Up, Housing and Communities, had to be spent on High Street Improvements by March 2023. Due to reasons beyond the control of the Parish	

	Council it was not possible to spend all of the grant by this date and part of it will have to be repaid.	
	Councillor Stent to discuss with Claire Norton whether to submit another grant.	Councillor Stent
4.6	Rialtas Accounting System	
	Agreed to have a meeting with Councillors Barrett, Steer and Stent with the Parish Office staff to arrange for the handover of financial matters and to review the services provided by Rialtas. The RFO recommended that the Internal Auditor should be involved.	RFO
4.7	Memorial Hall to Parish yearly payment	
	This will be reviewed again at the end of the 2022 - 2023 financial year in June 2023.	RFO
4.8	Update on banking - tokens and access	
	Agreed that another councillor should be registered to access on-line banking. Agreed not appropriate for RFO to be registered.	Councillor Steer
4.9	Update on VAT	
	Councillor Steer reported that she is waiting for a breakdown of VAT costs for the Parish Council and Memorial Hall from the RFO.	RFO
	Agreed that copies of all the VAT paperwork for the last seven years to be provided for filing.	RFO
5.	To consider draft final accounts for the Parish Council and Memorial Hall for 2022-23	
	The RFO had previously circulated the first draft of the final accounts for the Parish Council. These were considered in detail and a number of amendments and changes were made which Councillor Steer will feedback to the RFO to action. The Memorial Hall accounts were not available.	Councillor Steer / RFO
6.	Community Infrastructure Levy (CIL)	
	Councillor Steer circulated the CIL Monitoring Report for the year ending 31 March 2023 which showed an expenditure of £14,710.72 for the year. The report was agreed as circulated.	Councillor Steer
7.	Any other urgent business	
7.1	Insignis	
	The RFO has suggested that the Council look into using Insignis Cash Solutions who offer active management of cash deposits to improve returns on your money. Agreed that this would be considered at the next meeting.	
8.	Date of next meeting	
	Tuesday 30 May 2023 starting at 10:00 a.m. in the Memorial Hall – items for discussion include: Draft Final Accounts for the Memorial Hall 2022 – 23 Review financial documents to be taken to the Parish Council meeting to be held on 26 June 2023 Insignis / Investments	All to note
	Meeting closed at 12.10 p.m.	