

## Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee  
held in The Memorial Hall, High Street, Bovingdon  
on Tuesday 18<sup>th</sup>February 2025 starting at 18.00.

**Present:**

Councillor Graham Barrett  
Councillor Julie Steer (Chair)

Councillor David Stent  
Councillor Philip Walker

**Also Present:**

Parish Clerk(RFO)

<b>1.</b>	<b>Apologies for Absence</b>	
	There were Apologies for Absence from Councillor Mike Foulds and Councillor Nic Leon	
<b>2.</b>	<b>Declaration of Interests</b>	
	None	
<b>3.</b>	<b>Minutes of the Meeting of the Finance &amp; General Purposes Committee held on Wednesday 18<sup>th</sup> December 2024</b>	
	It was agreed by those present at the meeting that the minutes of the meeting held on Wednesday 18 <sup>th</sup> December 2024 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 Wednesday 18<sup>th</sup> December 2024 not on the agenda</b>	
	AP from 16 <sup>th</sup> October finance meeting Hall Valuation – survey has been completed a/w report and any actions required.	Councillor Walker
	AP from 18 <sup>th</sup> December meeting 6.1 Councillor Steer has reviewed the CIL transactions, some corrections are to be made.	RFO
	8.0 Neighbourhood Plan reserve. Any monies left in the Neighbourhood Plan reserve to be moved back to the General reserve as not transferred from CIL reserve.	RFO
	9.0 Financial Regulations reviewed and for discussion later in the meeting. Standing Orders and Financial Risk Assessment still to be reviewed	ALL
	10.0 The village litter picking contract is due for renewal on 1 <sup>st</sup> June 2025, tender to be drafted and sent to 3 suppliers. The tender will split the village into inner village and outer village to be quoted separately. This action will be followed up by the Outdoors committee.	Parish Clerk
	11.0 EYO 23/24 Councillor Julie Steer & Councillor Graham Barrett still to action. The unrepresented cheque has been written off.	Councillor Steer /Barrett
	11.2- EOY 2024/2025 End of year call with Rialtas scheduled for 29 <sup>th</sup> April 9am	
	11.3- internal auditor On-going the Parish Clerk will look to find a new internal auditor.	Parish Clerk
<b>4.</b>	<b>PC / MH invoices to be signed</b>	
	Councillor Barrett agreed to sign the Parish Council invoices Councillor Stent agreed to sign the Memorial Hall invoices Also to sign bank statements and Rialtas reports since last Finance meeting.	Councillor Barrett /

		Councillor Stent
<b>6.</b>	<b>Rialtas reports since last finance meeting</b>	
	<p>Reports not circulated.</p> <p>It was agreed that the RFO would circulate the reports to all members of the committee at the earliest opportunity.</p> <p>Reports to be circulated to finance committee after each monthly bank reconciliation. Other Rialtas reports to be circulated 7 days prior to finance meetings</p> <p>Approved all MH/PC Rialtas reports produced since last Finance meeting across all accounts</p> <p>Bank Reconciliation Statement - Current a/c MH / PC</p> <p>Bank Reconciliation Statement - as required for Deposit, Hampshire Trust, Skipton for MH / PC accounts</p> <p>Bank Reconciliation (list of payments / receipts) - Current a/c MH / PC</p> <p>Bank Reconciliation (list of payments / receipts) - as required for Deposit, Hampshire Trust, Skipton or MH / PC accounts</p> <p>Detailed Income &amp; Expenditure by Budget Heading – Cost Centre Report - Current a/c MH / PC</p> <p>Detailed Income &amp; Expenditure by Budget Heading – Cost Centre Report - as required for Deposit, Hampshire Trust, Skipton or MH / PC accounts</p> <p>Bank - Cash and Investment Reconciliation - Current a/c MH / PC</p> <p>Bank - Cash and Investment Reconciliation - as required for Deposit, Hampshire Trust, Skipton or MH / PC Accounts</p>	RFO
<b>7.</b>	<b>Update on VAT</b>	
	<p>Q3 VAT claim received. Total £ 1989.70</p> <p>Memorial Hall - £951.47 / Parish – £1038.23</p>	
<b>8.</b>	<b>Documentation review</b>	
	<p>The grants tracker needs to be added onto the website it was agreed that this will be update on the website annually.</p> <p>The code of conduct will need adopting at the March full council meeting.</p> <p>The review of the Financial Regulations has taken place by councillor Foulds. The committee are happy with most of the comments however they have made some further amendments Councillor Steer will ask Councillor Foulds to add the amendments.</p>	<p>Parish Clerk</p> <p>Councillor Steer</p> <p>Councillor Steer / Foulds</p>
<b>11.</b>	<b>Any other urgent business</b>	
	<p>With monies coming from the new developments in the village the Parish Council will need to investigate opening a new savings account.</p> <p>The Hinkley &amp; Rugby Building Society savings account to be funded with an additional £45000 on receipt of CIL monies in April with Parish approval at the March council meeting.</p> <p>Councillor Walker will ask Dacorum Council if they have any suggestion for a savings accounts.</p>	<p>ALL</p> <p>Councillor Steer</p> <p>Councillor Walker</p>
<b>12.</b>	<b>Date of next meeting – to be arranged</b>	
	<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:	
<b>13</b>	Bowls Club/ Scout Hut – A lease will need to be created for the new Bowls club and Scout hut the committee have suggested setting up a working group. Parish Clerk to contact SLCC to ask about a specialist Solicitor	Parish Clerk
<b>14.</b>	Councillor Walker to investigate if an EPC is required.	Councillor Walker

DRAFT