

## Bovingdon Parish Council

Minutes of the Finance & General Purposes Committee  
held in The Memorial Hall, High Street, Bovingdon  
on Tuesday 30 May 2023 starting at 10.00 a.m.

**Present:**

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

**Also Present:**

Mike Kember, Parish Clerk

<b>1.</b>	<b>Appointment of Chair of the Finance &amp; General Purposes Committee to hold office until the next Annual Meeting of the Parish Council</b>	
	Councillor Steer was appointed Chair of the Finance & General Purposes Committee to hold office until the next Annual Meeting of the Parish Council.	
<b>2.</b>	<b>Apologies for Absence</b>	
	There were apologies for absence received from Councillors Mike Foulds, David Stent and Philip Walker and Dave Kirk, Responsible Financial Officer (RFO).	
<b>3.</b>	<b>Declaration of Interests</b>	
	There were no Declaration of Interests.	
<b>4.</b>	<b>Minutes of the Meeting of the Finance &amp; General Purposes Committee held on 9 May 2023</b>	
	It was agreed by those present at the meeting that the minutes of the meeting held on 9 May 2023 were a true representation of the meeting and were signed by Councillor Steer.	
<b>5.</b>	<b>Matters arising from the Minutes of the Meeting of the Finance &amp; General Purposes Committee held on 9 May 2023 not on the agenda</b>	
<b>5.1</b>	<b>BP 10</b>	
	As the Parish Council are no longer organising the BP10 there is no need for any further meetings.	
<b>5.2</b>	<b>Staff Pension Review</b>	
	The annual Staff Pension Review is still outstanding.	RFO / Parish Clerk
<b>5.3</b>	<b>Update on outstanding tasks and yearly planner incl. update on PPL</b>	
	The RFO has been asked to review the yearly planner and to make comments.	RFO
<b>5.4</b>	<b>Memorial Hall Hire fees for 2023 – 24</b>	
	Councillor Richardson reported that he will on behalf of the Working Group send a summary of their findings about usage and charges to Councillor Steer for discussion at the next meeting of the Memorial Hall Management Committee.	Councillors Richardson & Steer
<b>5.5</b>	<b>High Street Regeneration and Social Infrastructure Support (HSSI) grant</b>	
	Councillor Stent to discuss with Claire Norton whether to submit another grant application.	Councillor Stent

<b>5.6</b>	<b>Rialtas Accounting System</b>	
	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
<b>5.7</b>	<b>Memorial Hall to Parish yearly payment</b>	
	This will be covered under the Working Group findings – see Item 4.4.	
<b>5.8</b>	<b>Update on banking - tokens and access</b>	
	Agreed that Councillor Richardson should be registered to access on-line banking.	Councillor Richardson
<b>5.9</b>	<b>Update on VAT</b>	
	<p>Councillor Steer reported that she has received the breakdown of VAT costs for the Parish Council and Memorial Hall from the RFO as follows:</p> <p><b>Parish Council</b>  Period from 1 October 2022 – 31 December 2022 - claim for £4,445.31 submitted 20 February 2023  Period from 1 January 2023 – 31 March 2023 - to be submitted once End of Year Accounts complete and passed to the Internal Auditor</p> <p><b>Memorial Hall</b>  Period from 1 October 2022 – 31 December 2022 - claim for £876.80 submitted 20 February 2023  Period from 1 January 2023 – 31 March 2023 - to be submitted once End of Year Accounts complete and passed to Internal Auditor</p>	
<b>5.10</b>	<b>Community Infrastructure Levy (CIL)</b>	
	The CIL Monitoring Report has been completed and sent to Dacorum BC and has also been downloaded on to the Parish Council website.	
<b>6.</b>	<b>To consider draft final accounts for the Parish Council and Memorial Hall for 2022-23</b>	
	The RFO had previously circulated the second draft of the final accounts for the Parish Council incorporating the changes made at the meeting of the Finance & General Purposes Committee held on 9 May 2023. Agreed that the draft accounts for the Parish Council are ready for the RFO to take to the internal auditor.	Councillor Steer / RFO
	The Memorial Hall accounts were not available.	
<b>7.</b>	<b>Review financial documents to be taken to the Parish Council meeting to be held on 26 June 2023</b>	
	Councillor Steer to check review dates and provide a list to include, Asset Register and Financial Standing Orders.	Councillor Steer
<b>8.</b>	<b>Investments</b>	
	<p>Agreed to the following investments although there is a need to look at other investment opportunities over the coming months to maximise interest.</p> <p><b>Hampshire Trust Bank</b>  Parish Council  Transfer £50k into a two-year fixed rate bond earning 4.2%. £30K would remain in a 90-day business notice account.</p>	Councillor Steer

	<p>Memorial Hall</p> <p>Transfer £50k into a two-year fixed rate bond earning 4.2%. £30k would be transferred from the Co-op Bank deposit account to the Hampshire Trust Bank 90-day business notice account.</p> <p>Councillor Steer to arrange to open two-year fixed rate bonds and transfer £30k.</p> <p><b>Skipton Building Society</b></p> <p>Parish Council</p> <p>£ 20,511.13 in a one-year fixed bond, which matures on 23 October 2023. Currently earning 2.5%.</p> <p>£ 22,683.89 in a 45-day notice account earning 2.7%.</p> <p>£ 40k in a CSS 9 (community saver) account earning 2.95%. Instant access variable</p> <p>There are no Memorial Hall accounts with the Skipton Building Society.</p> <p><b>Co-operative Bank</b></p> <p>Parish Council</p> <p>Current Bank Account - £6,352.32</p> <p>Deposit Bank Account - £139,688.35</p> <p>Memorial Hall</p> <p>Current Bank Account - £3,693.96</p> <p>Deposit Bank Account - £29,803.78</p>	Councillor Steer
<b>9.</b>	<b>Insignis</b>	
	<p>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. The RFO to contact other Parish Councils who use this service to get more information. The Parish Clerk was asked to contact the Hertfordshire Association of Parish &amp; Town Councils for advice on Insignis and other saving account options.</p>	Parish Clerk / RFO
<b>10.</b>	<b>Any other urgent business</b>	
<b>10.1</b>	<b>Citrix</b>	
	<p>The Parish Clerk was asked to arrange for another temporary user to access Citrix on the laptop.</p>	Parish Clerk
<b>11.</b>	<b>Date of next meeting</b>	
	To be advised	All to note
	Meeting closed at 11.30 a.m.	