

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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To Parish Councillors,

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held at **7.00pm on Wednesday 1st May 2024** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

Papers for the meeting can be accessed at the link to Dropbox: [Papers](#)

Sharon Henley

Mrs Sharon Henley

Clerk/RFO

25th April 2024

AGENDA

Public Session:

A 10-minute period will be set aside for the public to raise questions on matters on the agenda for Council's subsequent consideration (maximum of 3 minutes per person).

Annual Meeting Items

24/001 To Elect a Chairman of the Council. Chairman to sign Declaration of Acceptance of Office.

24/002 To Elect a Vice Chairman of the Council. Vice Chairman to sign Declaration of Acceptance of Office.

24/003 Apologies for absence.

24/004 Declarations of Interest in items on the agenda.

24/005 IT & Data Sub Committee: To approve a proposal from the Finance & Governance Committee that this should become a full Committee reporting directly to the Council.

24/006 Scheme of Delegation (Paper 1): To approve updated document.

24/007 To appoint Committee members and Committee Chairman: Once appointed, only Committee members may vote to appoint their Committee Chairman:

1. Planning Committee
2. Youth & Wellbeing Committee
3. Village Environment Committee
4. Highways Committee
5. George Moore Community Centre Committee
6. Finance & Governance Committee
7. Staffing Committee
8. IT & Data Committee

24/008 Representatives on outside bodies (Paper 2):

1. To update current list.
2. To appoint two representatives to represent the Parish Council and note that some representatives are elected by bodies other than the Parish Council.

24/009 Schedule of meetings for 2024-25 (Paper 3): To approve schedule.

24/010 Direct Debits & Bank Standing Orders (Paper 4): To approve list of regular payments.

24/011 Bank Signatories (Paper 5): To review existing arrangements and appoint signatories for 2024-25.

24/012 Annual Subscriptions (Paper 6): To review current list and approve memberships for 2024-25.

24/013 Tourist Levy Funding 2024/25 (Paper 7):

1. To note recommendations from Highways Committee in respect of projects.
2. To agree final list of projects for submission to CDC for public consultation.

24/014 Community Infrastructure Levy (CIL) Funding: To note amount received from CDC for 2023-24.

24/015 End of Year Accounts and Annual Governance & Accountability Return for 2023-24 (Papers 8a-h):

To review and approve the following:

1. RFO Report on End of Year (Paper 8a)
2. Income & Expenditure Statement (Paper 8b)
3. Balance Sheet (Paper 8c)

4. Annual Internal Audit Report (Paper 8d)
5. Section 1 – Annual Governance Statement 2023-24 (Paper 8e)
6. Section 2 – Accounting Statements 2023-24 and all supporting documentation (Papers 8f & 7g)
7. Notice of Public Rights: To approve dates for inspection of the accounts (Paper 8h)

24/016 Governance & Policy Documents (Paper 9): To approve the following documents:

1. Investment Policy (Paper 9a)
2. Publication Scheme (Paper 9b)
3. Procurement Information Schedule (Paper 9c)

24/017 Youth & Wellbeing Committee

1. Play Rangers Project Specification for 2024-25 (Paper 10a):

1. To ratify instruction by Clerk's delegated authority the addition of 4no. all day holiday sessions at a total of £2,602 + VAT, as per the approved budget (Play Rangers 8070).
2. To approve the Project Specification document and expenditure totalling £12,615 + VAT.

2. Youth Club – Stow Active Youth Service Level Agreement (Paper 10b): To approve document and total budget expenditure of £9,000 (Youth Club Supervision code 8105).

24/018 GMCC Committee: Loft Insulation and Fire Break works: To approve a deposit payment to County Insulation of £3,500 as part payment of total approved project costs of £15,480 + VAT with an anticipated start date of 7th May. Total costs approved 23/480 from GMCC H&S & Legal earmarked reserve.

24/019 GAPTC Call for Resolutions (Paper 11): To agree any resolutions for debate at the GAPTC AGM.

24/020 Finance:

1. Council to ratify the following payments approved by Clerk's delegated authority:
 - a) Code of Conduct Training for Councillors 22nd April 2024: GAPTC training costs of £300 + VAT.
 - b) Being an Effective Chairperson training for Cllr Roberts 27th April at £45.00 + VAT.
 - c) TV Licence for GMCC £169.50 renewed prior to expiry on 30th April.
2. Consider and approve the schedule of payments up to 1st May 2024 (Paper 12a).
3. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
4. VAT Return Q4 2023-24 (Paper 12b): To note.
5. Payroll provision for 2024-25: To approve costs of £220 from Imaginative Solutions.
6. To approve the following recommendations from the Finance and Governance Committee:
 - a) The credit limit for the Clerk and Assistant Clerk's Multipay cards should be increased to £1,500 per card per month.
 - b) The Unity Trust Bulk Payments system is adopted at a cost of 30p per transaction.

24/021 Items to Note: Matters for information only.

24/022 Next Meeting: Ordinary Parish Council meeting to discuss regular monthly business items on 7pm on Monday 13th May 2024 in the Windrush Room, The George Moore Community Centre.

Public Session: A 10-minute period is set aside for the public to raise questions relating to matters on the agenda for Council's subsequent consideration.