

Bourton-on-the-Water Parish Council
Council Office, The George Moore Community Centre,
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ
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To the Finance & General Purposes Committee,

You are hereby summoned to attend a meeting to be held at **7pm on Thursday 27th April 2023** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

Papers for the meeting can be viewed here [Papers](#)

Sharon Henley

Mrs Sharon Henley
Clerk/RFO

21st April 2023

AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) Approval of draft minutes:
 - a) Extraordinary Committee Meeting held on 10th August 2022
 - b) Committee Meeting held on 26th January 2023
- 4) Public Session: Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).
- 5) Matters Arising
 - a) Highways Earmarked Reserve.
 - b) Record of bank signatories and initials.
 - c) Checking of bank statements against bank reconciliations at quarterly checks.
- 6) Financial Reports: (Papers 1a, b & c)
 - a) To note the Financial Report to 5th April 2023, Summary Report and Bank Reconciliation at 31st March 2023 (as approved at the April Council meeting).
- 7) Earmarked Reserves to 27th April 2023 (Paper 1d):
 - a) To review current report.
 - b) To consider remaining grant funding and agree further actions.
- 8) Quarterly Internal Checks:
 - a) To review Q4 completed report (Paper 2) and agree any further actions required.
 - b) To agree arrangements for Q1 checks (April-June 23).
- 9) Payment for Microsoft 365: To consider use of Multipay card for monthly direct debit for 3 x business accounts and councillor emails. Via Imaginative solutions.
- 10) Electronic Payments Terminal (Papers 3a & b): To consider purchase of an Elavon machine at a one-off cost of £29.
- 11) Policies – to review draft updated documents (Paper 4a – e), for recommendation to full Council:
 - a) Data Protection Policy
 - b) Financial Reserves Policy
 - c) Investment Policy
 - d) Scheme of Delegation
 - e) Terms of Reference
- 12) Items to Note.
- 13) Date of Next Meeting – 7pm on Thursday 20th July 2023 in the Windrush Room, The George Moore Community Centre.