

Bourton-on-the-Water Parish Council

**Minutes of an Extraordinary meeting of the Finance and Governance Committee
held at 7.30pm on Monday 20th November 2023 in the Salmonsbury Room
at The George Moore Community Centre**

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, B Hadley, L Hicks and L Wilkins.

In Attendance: Sharon Henley, Clerk.

Members of Public: None present.

The meeting commenced at 19.44 hours.

1. Apologies for absence: Cllr J Jowitt. Cllr Davis was absent.
2. Declarations of Interest: There were none.
3. Public Session: None present.
4. Financial Reports: To note the following information.
 - a. Summary Report 14th Nov 2023 (Paper 1). It was agreed to open a new Cost Centre Code for Tourist Levy expenditure in 2024-25.
 - b. Earmarked Reserves Report (Paper 2). The Clerk to check the grant terms of the Community Activity Support fund. If suitable, the Committee to request Council approval to transfer the balance of £2,002.18 to the Rye Crescent Play Equipment earmarked reserve.
 - c. Tourist Levy Monies (Paper 3). The information was reviewed and the Clerk to request clarification of total Tourist Levy funds collected by CDC in 2022-23 in order to update the spreadsheet. The Clerk to chase GCC for the quote for 2024-25 CEO additional hours (parking enforcement) for consideration by full Council as a Tourist Levy expenditure item. Cllr Hadley to assist the Clerk in determining what Tourist Levy money had been received, spent and allocated to projects.
5. Draft Budget 2024-25 (Paper 4): To review progress and agree any updates for recommendation to the December Council meeting. The budget lines were reviewed and adjustments made for further consideration by full Council in December. As part of this the Grants figures for 2024-25 to also be agreed.
6. Items to note only: Following the Q2 Quarterly Checks undertaken by Cllrs Coventry and Hicks, the Clerk to request Unity Trust Bank to address the statement to the postholder rather than the individual. A full review of the Q2 checks to take place at the next ordinary committee meeting.
7. Date of next full committee meeting – 7pm on Thursday 25th January 2024 in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 20.51 hours.