

Bourton-on-the-Water Parish Council
Minutes of a meeting of the Finance & General Purposes Committee
held at 7pm on Thursday 26th January 2023
in the Windrush Room at The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis, A Roberts.

In Attendance: Sharon Henley, Clerk.

Members of Public: None.

- 1) Apologies for absence. Cllr L Hicks.
- 2) Declarations of Interest. There were none.
- 3) Approval of draft minutes of the Finance & General Purposes Committee held on 3rd November 2022. APPROVED.
- 4) Public Session: There were none present.
- 5) Matters Arising: There were none.
- 6) Financial Reports: (Papers 1a, b & c)
 - a) To note the Financial Report, Summary of Receipts and Payments and Bank Reconciliation (as approved at the January Council meeting). These were discussed and noted.
 - b) To agree any budget adjustments or virements required. Following discussion, it was agreed to create a new earmarked reserve for the balance remaining in the Speed Reduction 21037 budget, which was expected to be around £4,808. This was pending the purchase of equipment which had been delayed. For approval at the March council meeting.
- 7) Earmarked Reserves (Paper 1d): To review current report. Balances on grant funding EMRs were reviewed. The Clerk to check the relevant spreadsheet for planned expenditure on the Thriving Communities grant. Clerk to bring a report about remaining grant funding to the next meeting with a view to ensuring funds were spent. Cllr Davis suggested having a CIL Policy in the future.
- 8) Quarterly Internal Checks: To review completed reports and agree any further actions required:
 - a) Q2 (Jul-Sept 2022) (Paper 2a) by Cllrs Davis and Hicks. The action points were discussed, and it was agreed that the Clerk would supply the spreadsheet showing the breakdown of cash and cheques paid in for future quarterly checks in order to more closely monitor receipts.
 - b) Q3 (Oct-Dec 2022) (Paper 2b) by Cllrs Coventry and Roberts. Some adjustments were agreed to the checksheet in order to avoid duplication. A record of signatures and initials for bank signatories to be kept for those carrying out the quarterly checks.
 - c) To agree arrangements for Q4 checks (Jan-Mar 23). Cllrs Hicks and Coventry to complete w/c 17th April, date and time tbc by cllrs.
- 9) Financial Regulations:
 - a) To review the updated draft document and agree any recommendations for full Council. (Paper 3). The draft was APPROVED for consideration by full Council.
 - b) To note requirements in clause 2.2 for checking of bank reconciliations against bank statement and agree further actions. It was agreed to add this into the quarterly checks in order to match the Financial Regulations.
 - c) To note arrangements outlined in clause 3.2 for consideration of budget by F&GP Committee and agree future arrangements. It was agreed that for the 2024-25 budget, the budget requirements would initially be discussed at committee meetings, with recommendations being made by committee chairman to F&GP Committee. The draft budget to be worked on by F&GP Committee prior to consideration by full Council, as per the Financial Regulations.Items to note: There were none.
- 10) Date of Next Meeting – 7pm on Thursday 27th April 2023 in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 19.44 hours.