

**Bourton-on-the-Water Parish Council**

**Minutes of meeting of the Finance & Governance Committee held at 7pm on Thursday 25<sup>th</sup> January 2024  
in the Windrush Room at The George Moore Community Centre**

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

**In Attendance:** Sharon Henley (Clerk/RFO).

**Members of Public:** None present.

The meeting started at 19.06 hours.

- 1) Apologies for absence: There were none.
- 2) Declarations of Interest. There were none.
- 3) Approval of draft minutes:
  - a) Meeting of the Finance & General Purposes Committee held on 19<sup>th</sup> October 2023. APPROVED.
  - b) Extraordinary Meeting of the Finance & General Purposes Committee held on 20<sup>th</sup> November 2023. APPROVED.
- 4) Public Session: None present.
- 5) Matters Arising:
  - a) Statement name change for Unity Trust. This was actioned.
- 6) Financial Reports: To review and approve the following and agree any budget adjustments required:
  - a) Q3 Financial Reports – Sept-Dec (Paper 1a, b & c). Noted.
  - b) Current Reports – (Papers 1d, e & f). These were reviewed and the following was discussed:
    1. The GMCC budget was overspent but this was being offset by regular income from hirers and tenants.
    2. To add an item to the March Council agenda to review what monies were remaining in the Contingency budget and transfer these to the earmarked reserves for Trees and potentially create a new earmarked reserve for Churchyard and Cemetery Maintenance.
    3. The RFO to create a new Cost Centre for the Tourist Levy in 2024-25 to separate financial reporting from the VEC Committee budget.
- 7) Quarterly Internal Checks:
  - a) Q2 (July-September) (Paper 2): To review completed checks and agree any further actions required. The original was signed by Cllr Coventry at the meeting. The RFO requested that councillors completing audit sheets signed them on the day and completed them in pen (or typewritten and signed).
  - b) The RFO confirmed the following in response to matters raised on the check sheet:
    1. As per Matters Arising, the statement name of addressee had been amended for the Unity Trust bank accounts.
    2. A Summary Report is presented at each Council and Committee meeting as well as F&G, so budget variances could be discussed.
    3. Virements are agreed at meetings and actioned in Scribe. There is no facility to record virements in Scribe other than noting under the relevant budget code or earmarked reserve. However, a spreadsheet can be created for future years.
  - c) To agree arrangements for Q3 checks (Sept-Dec 23). Cllrs Coventry and Wilkins, assisted by the Clerk/RFO at 15.15 hours on 12<sup>th</sup> February.
- 8) Budget and Precept for 2024-25 – to review and approve figures for final approval at the Extraordinary Meeting of the Parish Council on 29<sup>th</sup> January 2024.
  - a) Draft Budget 2024-25 (Paper 3a): It was agreed to amend the 3-year forecast for bank interest to £6,000 each year in recognition of an anticipated fall in interest rates. This would not affect the current year's figure which remained the same as discussed at full Council, ie a precept of £193,274.
  - b) Draft Precept request (Paper 3b): As the budget figures remained the same, the amount to request did not change.
- 9) Lloyds Bank Multipay Card: To approve an additional card for the Assistant Clerk at £3 per month. APPROVED.
- 10) Date of Next Meeting – 7pm on Thursday 18<sup>th</sup> April 2024 in the Windrush Room, The George Moore Community Centre.

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