

Bourton-on-the-Water Parish Council

Minutes of the Finance & General Purposes Committee held at 7pm on Thursday 28th April 2022 in the Windrush Room, The George Moore Community Centre

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

In attendance: Sharon Henley, Clerk/RFO and Chris Cooper, Finance Officer.

Members of Public: None.

- 1) Apologies for absence: Cllrs Davis and Sumner. Cllr P Millett was absent.
- 2) Declarations of Interest: There were none.
- 3) Approval of draft minutes of the Finance & General Purposes Committee held on 23rd February 2022. Cllr Hadley abstained as he was not present. Proposed by Cllr Coventry, seconded by Cllr Hicks and APPROVED as a true record of the meeting.
- 4) Matters Arising
 - a) Multipay Card. This had now been received.
 - b) Internal Audit Action Plan. All items were now in progress or complete except the review of insurance provision which was due in the summer for October renewal.
 - c) ANPR laptop – Cllr Roberts confirmed that this was in use by the ANPR administrator.
- 5) Financial Reports: (Papers 1a, b, c, d & e)

The following were received: Financial Report to 31st March 2022, Bank Reconciliation to 31st March (as approved at March Council Meeting) and Summary of Receipts and Payments to 31st March and 25th April 2022. 4th Quarter VAT Return. Proposed by Cllr Hadley, seconded by Cllr Robert and APPROVED.

It was requested that the monthly payments list includes the budget code for each item.

It was agreed that an Earmarked Reserves report would be presented to each Council meeting by the Finance Officer.
- 6) Quarterly Internal Checks:
 - a) Q3 Checks (Paper 2a, b & c): Actions were identified and resolved as follows:
 - i) Two councillors who authorise invoice payments to sign hard copies, including payroll docs. This was already being done for Quarter 4 and onwards.
 - ii) Petty cash was over by 12p, now rectified.
 - iii) Fire extinguisher inspection not pre-approved. A list of statutory checks was presented to GMCC Committee for pre-approval.
 - iv) A request for bank statements to be filed by the FO in order of transaction.
 - b) To agree arrangements for Q4 Checks. It was agreed that Cllrs Coventry and Roberts would complete these at 9am on Wed 4th May. The Clerk to create read-only Scribe log-ins for Cllrs Coventry and Roberts to facilitate checks.
- 7) External Audit & AGAR: The AGAR documents would be presented to Council for review and signature at next week's Annual Meeting.
- 8) Scheme of Delegation (Paper 3): Amendments were agreed for recommendation to full Council. All committees with 6 members to be increased to 7 members with the GMCC and Staffing Committees to remain as at present. The Clerk's delegated authority had been increased to £1,000. The Clerk to investigate the legal position on co-opting an additional committee member from Council at a meeting if the meeting was inquorate.
- 9) Earmarked Reserves:
 - a) To consider enabling committees to have power to spend from their own Earmarked Reserves following approval at a committee meeting. It was agreed to continue with current arrangements where expenditure requires approval by Council.
 - b) The Committee APPROVED the creation of an Earmarked Reserve for Elections and funds from the 2022-23 budget to be vired into that reserve, for top up each financial year as

required. APPROVED. It was noted that this amount was £2,000 for the current budget year.

- 10) Banking
 - a) The closure of the dormant NS&I account and transfer balance to Unity Trust was APPROVED. It was confirmed that the current balance was £1,500.
 - b) Savings Accounts Options April 2022 (Paper 4) were reviewed. It was agreed to recommend investing £85,000 in the CCLA Public Sector Deposit Fund, for approval by full Council. The Committee to review the possibility of further investments in July.
- 11) Policies & Documents (Papers 5a, b, c & d): The following draft updated documents were reviewed. All were approved for recommendation to full Council. The Clerk to highlight changes from original documents in red.
 - a) Investment Policy Strategy.
 - b) General Risk Assessment Policy.
 - c) Code of Conduct.
 - d) Public Asset Register.
- 12) Date of Next Meeting – 7pm on Thursday 21st July 2022.

There being no further business the meeting closed at 19.40 hours.