

Bourton-on-the-Water Parish Council

Minutes of a Meeting of the Finance & General Purposes Committee

held at 7pm on Thursday 21st October 2021

in the Windrush Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis, L Hicks, P Millett, A Roberts and B Sumner

In Attendance: Sharon Henley (Clerk), Chris Cooper (Finance Officer)

Members of Public: None

- 1) Apologies for absence: There were none.
- 2) Declarations of Interest: There were none.
- 3) Approval of draft minutes:
 - a) Finance & General Purposes Committee held on 29th July. Proposed by Cllr Hadley, seconded by Cllr Sumner and unanimously APPROVED.
 - b) Personnel Sub-Committee Meeting held on 24th September. Proposed by Cllr Hadley, seconded by Cllr Sumner and APPROVED with one abstention.
 - c) Extraordinary Finance & General Purposes Committee Meeting held on 29th September. Proposed by Cllr Hadley, seconded by Cllr Hicks and APPROVED with two abstentions.
- 4) Matters Arising
 - a) Multipay Card: This was only available to Unity Trust bank account holders. A Lloyds debit/credit card was investigated but it had not been possible to progress. It was planned to wait until the outcome of the proposal to switch banks and make an application for a Multipay Card if the Council decided to bank with Unity Trust.
 - b) Email migration: Cllrs Coventry, Millett and Wragge were still not able to switch to their Council email addresses. It was suggested that they try to resolve their Microsoft 365 issues with assistance from the Clerk or Assistant Clerk.
- 5) Financial Reports: (Papers 1a, 1b, 1c, 1d)

The financial report dated 1st October was proposed by Cllr Hadley, seconded by Cllr Roberts and unanimously APPROVED. The bank reconciliation at 1st Oct, accounts for Q2 to 30th September 2021 and the VAT Return for Q2 were all noted.
- 6) Arrangements for holding GMCC Tenant Deposits. It was noted that Earmarked Reserves were in place for deposits for Rooms 2 and 3 in error. The solicitor had confirmed that they were holding the deposits, although they would be returned to us as the client under new legislation. The monies from Earmarked Reserves to be returned to General Reserves on receipt of the deposits from the solicitor.
- 7) Internal Checks:
 - a) Review of Q1 Internal Checks (Paper 2) and agree further actions. The Finance Officer had responded to minor matters raised on the review form. The remaining matters related to difficulties with the audit form being unsuited to the checks, but the Clerk had presented an updated form for consideration at item 7b to address these issues. Cllrs Roberts and Davis were thanked for their efforts and the comments were noted.
 - b) Internal Control Checklist Template (Papers 3a, 3b): To review updated document and agree further actions. Following review and minor amendments it was agreed to use the checklist for the next quarter's check and then review whether any further amendments were required.
 - c) To agree arrangements for Q2 Checks. It was agreed that Cllrs Coventry and Hicks would complete the checks, to be overseen by the Clerk. A date to be confirmed following the meeting.

- 8) Proposal to switch from Lloyds to Unity Trust Bank (Paper 4): Following discussion this was proposed by Cllr Sumner, seconded by Cllr Hicks and unanimously APPROVED for final review and approval by full Council in November.
- 9) Internal Auditor: Proposal to appoint GAPTC auditor for 2021-22 at a cost of £360 (Papers 5a, b, c & d). Proposed by Cllr Hadley, seconded by Cllr Roberts and unanimously APPROVED.
- 10) Expenses Policy – review updated policy document and agree further actions (Paper 6a & 6b). Minor amendments were agreed to the draft policy document. To be presented to full Council for approval in November.
- 11) Date of Next Meeting – Thursday 20th January 2022 at 7pm.

There being no further business the meeting closed at 19.51 hours.

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