

# Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,  
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To the Finance & General Purposes Committee,

You are hereby summoned to attend a meeting to be held at **7pm on Wednesday 23<sup>rd</sup> February 2022** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

It would be helpful if members of the public could contact the Clerk in advance to advise of their intention to attend.



Mrs Sharon Henley  
Clerk/RFO

17<sup>th</sup> February 2022

Papers for the meeting can be viewed here [F&GP](#)

## AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) Approval of draft minutes of the Finance & General Purposes Committee held on 21<sup>st</sup> October 2021
- 4) Matters Arising
  - a) Switch to Unity Trust Bank – now complete.
  - b) Email migration for councillors – now complete.
  - c) Return of tenant deposits from solicitor - now complete.
- 5) Financial Reports: (Papers 1a, 1b, 1c, 1d)  
To receive and approve the Financial Report to 24<sup>th</sup> Feb 2022, Bank Reconciliation to 1<sup>st</sup> Feb 2022 and Summary of Receipts and Payments to 14<sup>th</sup> Feb 2022.
- 6) Internal Checks:
  - a) Q2 Internal Checks (Paper 2): To note and agree further actions
  - b) To agree arrangements for Q3 Checks.
- 7) Application for Multipay Card for the Clerk:
  - a) To note that this is being progressed following switch to Unity Trust Bank and agreement by F&GP Committee on 29<sup>th</sup> July 2021.
  - b) To consider increasing proposed amount of credit per month from £500 to £1,000. This is to reflect the increase to £1,000 in Clerk's delegated authority emergency spending limit as agreed at the February Council meeting.
- 8) Internal Audit
  - a) To note and accept completed Audit (Papers 3a & b)
  - b) To review the Clerk's Internal Audit Action Plan ((Paper 3c): Agree proposals for approval by full Council.
- 9) Policies & Documents (Papers 4a, b, c & d): To review the following and agree any amendments required.
  - a) Complaints Procedure (new policy)
  - b) Vexatious Complaints & Requests Policy (new policy)
  - c) Financial Reserves Policy – Risk Register March 2022 (updated policy)
  - d) Fixed Asset Register
- 10) Date of Next Meeting – Thursday 28<sup>th</sup> April 2022 at 7pm.