

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Tel: 01451 820712

Email: clerk@bourtononthewater-pc.gov.uk

To the Finance & General Purposes Committee,

You are hereby summoned to attend a meeting to be held at **7pm on Thursday 28th April 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.

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

Sharon Henley

Mrs Sharon Henley

Clerk/RFO

13th April 2022

AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) Approval of draft minutes of the Finance & General Purposes Committee held on 23rd February 2022
- 4) Matters Arising
 - a) Multipay Card.
 - b) Internal Audit Action Plan.
- 5) Financial Reports: (Papers 1a, b, c, d & e)
To receive and approve the 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.
- 6) Quarterly Internal Checks:
 - a) Q3 Checks (Paper 2a, b & c): To note and agree further actions
 - b) To agree arrangements for Q4 Checks.
- 7) External Audit & AGAR: Clerk to update on progress and timings for approval of documents.
- 8) Scheme of Delegation (Paper 3): To agree any recommendations for amendment to full Council.
- 9) Earmarked Reserves:
 - a) To consider enabling committees to have power to spend from their own Earmarked Reserves following approval at a committee meeting.
 - b) To consider creating an Earmarked Reserves for Elections and funds from the 2022-23 budget to be vired into that reserve, for top up each financial year as required.
- 10) Banking
 - a) To approve closure of dormant NS&I account and transfer balance to Unity Trust.
 - b) To review Savings Accounts Options April 2022 and agree further actions for approval by Council (Paper 4).
- 11) Policies & Documents (Papers 5a, b, c & d): To review the following draft updated documents and agree any amendments required.
 - a) Investment Policy
 - b) General Risk Assessment Policy
 - c) Code of Conduct
 - d) Public Asset Register
- 12) Date of Next Meeting – 7pm on Thursday 21st July 2022.