

**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](mailto:clerk@bourtononthewater-pc.gov.uk)

To the Finance & Governance Committee,

You are hereby summoned to attend a meeting to be held at **7pm on Thursday 18<sup>th</sup> April 2024** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

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

*Sharon Henley*

Mrs Sharon Henley  
Clerk/RFO

12<sup>th</sup> April 2024

### **AGENDA**

Public Session: Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) Approval of draft minutes of the Finance & General Purposes Committee held on 25<sup>th</sup> January 2024.
- 4) Matters Arising.
- 5) Financial Reports: To review and approve the following:
  - a) Q4 Financial Reports – January-March 2024 (Paper 1a, b & c)
- 6) Quarterly Internal Checks:
  - a) Q3 (October-December 2023) (Paper 2): To review completed checks and agree any further actions required.
  - b) To agree arrangements for Q4 checks (January-March 2024).
- 7) Lloyds Bank Multipay Card:
  - a) To confirm additional card received for the Assistant Clerk.
  - b) To review current monthly credit limit and consider increasing to cover both cards.
- 8) Unity Trust Bank Bulk Payments (Paper 3): To consider adopting this method for monthly BACs payments.
- 9) Scheme of Delegation (Paper 4): To review current document and agree any proposed amendments for ratification at the Annual Council Meeting.
- 10) Draft Schedule of Meeting 2024-25 (Paper 5): To agree dates for F&G meetings for ratification at the Annual Council Meeting.
- 11) Date of Next Meeting – 7pm on Thursday 18<sup>th</sup> July 2024 in the Windrush Room, The George Moore Community Centre. To be confirmed.