

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 21st October 2021** 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

15th October 2021

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

AGENDA

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) Approval of draft minutes:
 - a) Finance & General Purposes Committee held on 29th July
 - b) Personnel Sub-Committee Meeting held on 24th September
 - c) Extraordinary Finance & General Purposes Committee Meeting held on 29th September
- 4) Matters Arising
 - a) Multipay Card
 - b) Email migration
- 5) Financial Reports: (Papers 1a, 1b, 1c, 1d)
To receive and approve the financial report, bank reconciliation, accounts for Q2 to 30th September 2021 and VAT Return Q2.
- 6) Arrangements for holding GMCC Tenant Deposits.
- 7) Internal Checks:
 - a) Review of Q1 Internal Checks (Paper 2) and agree further actions
 - b) Internal Control Checklist Template (Papers 3a, 3b): To review updated document and agree further actions
 - c) To agree arrangements for Q2 Checks.
- 8) Proposal to switch from Lloyds to Unity Trust Bank (Paper 4): Review and agree further actions
- 9) Internal Auditor: Proposal to appoint GAPTC auditor for 2021-22 at a cost of £360 (Papers 5a, b, c & d). Review and agree further actions
- 10) Expenses Policy – review updated policy document and agree further actions (Paper 6a & 6b)
- 11) Date of Next Meeting – Thursday 20th January 2022 at 7pm.