

Bourton-on-the-Water Parish Council
Minutes of a meeting of the Finance & General Purposes Committee
held at 7pm on Thursday 27th April 2023 in the Windrush Room at The George Moore Community Centre

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

In Attendance: Sharon Henley, Clerk/RFO

Members of Public: 1 and Steve Cotton, Village Warden

- 1) Apologies for absence: There were none.
- 2) Declarations of Interest. There were none.
- 3) Approval of draft minutes:
 - a) Extraordinary Committee Meeting held on 10th August 2022. APPROVED.
 - b) Committee Meeting held on 26th January 2023. APPROVED.
- 4) Public Session: There were no items.
- 5) Matters Arising
 - a) Highways Earmarked Reserve: This had now been created.
 - b) Record of bank signatories and initials: This was now held on file.
 - c) Checking of bank statements against bank reconciliations at quarterly checks: This had been included in the most recent checklist.
- 6) Financial Reports: (Papers 1a, b & c)
 - a) To note the Financial Report to 5th April 2023, Summary Report and Bank Reconciliation at 31st March 2023 (as approved at the April Council meeting). It was noted that there was a budget overspend at 31st March of £8,194.88 which was mainly due to an increase in staff costs and spends from earmarked reserves which were not included in the budget. When calculating debtors and creditors at the end of the financial year the Clerk noted a positive balance of £3,430.98.
- 7) Earmarked Reserves to 27th April 2023 (Paper 1d):
 - a) To review current report: The current amount of earmarked reserves totals £86,378.89.
 - b) To consider remaining grant funding and agree further actions: The Clerk ran through amounts that were still remaining in earmarked reserves and this was noted.
- 8) Quarterly Internal Checks:
 - a) To review Q4 completed report (Paper 2) and agree any further actions required: Cllrs Hicks and Coventry completed the checks. The Clerk responded to queries raised:
 1. Minutes 22/205 state £50 payable to GAPTC but invoice 7510 was £25: There were two parts to the Being a Better Cllr Training and the second part was paid at Inv7565 which was also for £25.
 2. March payment to Inspire to Aspire at £985.72 – this amount is £821.43 + VAT as shown on the IA SLA to be paid from Sept 22 to Mar 2023.
 3. Ability to view Scribe attachments – Cllr Coventry has a Scribe log-in to view. The Clerk can provide training if required.
 - b) To agree arrangements for Q1 checks (April-June 23). Cllrs Roberts and Davis on Tuesday 11th July at 10.30am in the Salmonsbury Room.
- 9) Payment for Microsoft 365: To consider use of Multipay card for monthly direct debit for 3 x business accounts and councillor emails. Via Imaginative solutions. This was APPROVED on the condition that the Clerk retains a log-in to the account.
- 10) Electronic Payments Terminal (Papers 3a & b): To consider purchase of an Elavon machine at a one-off cost of £29. APPROVED. It was noted that each transaction carried a 1.75% merchant services charge and charges for services such as allotment rents may need to be slightly increased to take this into account.
- 11) Policies – to review draft updated documents (Paper 4a – e), for recommendation to full Council:
 - a) Data Protection Policy. APPROVED.
 - b) Financial Reserves Policy. APPROVED.
 - c) Investment Policy. APPROVED.

- d) Scheme of Delegation: Amendments were agreed including changes to number of committee members and quorum. It was proposed to change the name of the Finance and General Purposes Committee to Finance and Governance Committee to better reflect its remit.
- e) Terms of Reference: The Clerk recommended that individual documents for each committee were withdrawn as the information was duplicated in the Scheme of Delegation document. APPROVED.
- 12) Items to Note: The list for Representation on Outside Bodies required updating.
- 13) Date of Next Meeting – 7pm on Thursday 20th July 2023 (tbc) in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 19.49 hours.