

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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To Parish Councillors,

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held at **7.00pm on Monday 15th May 2023** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

Papers for the meeting can be accessed at the link to Dropbox: [Papers](#)

Sharon Henley

Mrs Sharon Henley

Clerk/RFO

9th May 2023

AGENDA

Public Session:

The Police, County and Ward District Councillors will be invited to report on matters affecting the Parish. A 10-minute period will then be set aside for the public to raise questions for Council's subsequent consideration.

Annual Meeting Items

23/001 To Elect a Chairman of the Council. Chairman to sign Declaration of Acceptance of Office.

23/002 To Elect a Vice Chairman of the Council. Vice Chairman to sign Declaration of Acceptance of Office.

23/003 Apologies for absence.

23/004 Declarations of Interest.

23/005 General Power of Competence: To confirm continued eligibility following May 2023 elections.

23/006 Co-Option: To agree arrangements to co-opt one additional councillor.

23/007 Governance Documents: To approve the following documents as recommended by the F&GP Committee:

1. Scheme of Delegation (Paper 1):
 - a. To approve recommendation from F&GP Committee that the name is changed to Finance and Governance Committee to better reflect its remit.
 - b. To approve draft document.
2. To approve F&GP Committee recommendation to withdraw individual Committee Terms of Reference documents as all information is contained with the Scheme of Delegation document.

23/008 To appoint Committee members and Committee Chairman: Once appointed, only Committee members may vote to appoint their Committee Chairman:

1. Planning Committee
2. Youth & Wellbeing Committee
3. Village Environment Committee
4. Highways Committee
5. George Moore Community Centre Committee
6. Finance & General Purposes Committee
7. Staffing Committee
8. IT Sub-Committee

23/009 Representatives on outside bodies (Paper 2):

1. To update current list
2. To appoint two representatives

23/010 Schedule of meetings for 2023-24 (Paper 3): To approve schedule. May dates already approved.

23/011 Direct Debits & Standing Orders (Paper 4): To approve list of regular payments.

23/012 Bank Signatories (Paper 5): To review existing arrangements and appoint signatories for 2023-24.

23/013 Annual Subscriptions (Paper 6): To review current list and approve memberships for 2023-24.

23/014 End of Year Accounts and Annual Governance & Accountability Return (Papers 7a-h): To review and approve the following:

1. RFO Report on End of Year (Paper 7a)
2. Income & Expenditure Statement (Paper 7b)
3. Balance Sheet (Paper 7c)
4. To note a £2.86 discrepancy in VAT amount on Scribe and agree a write-off of that amount
5. Annual Internal Audit Report (Paper 7d)
6. Section 1 – Annual Governance Statement 2023-24 (Paper 7e)
7. Section 2 – Accounting Statements 2023-24 and all supporting documentation (Papers 7f & 7g)
8. Notice of Public Rights: To approve dates for inspection of the accounts (Paper 7h)

Ordinary Parish Council Meeting items

23/015 Approval of Draft Minutes

1. Parish Council Meeting on 5th April 2023.
2. Extraordinary Parish Council Meeting on 27th April 2023.

23/016 Matters arising: Consider matters arising for items not on the agenda.

23/017 Clerk's Report: To receive update.

23/018 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 19th April.

23/019 Village Environment Committee:

1. To discuss/vote on any issues raised following the meeting on 19th April.
2. To instruct the Clerk to investigate areas of land ownership around The Chestnuts and agree maximum costs.
3. To ratify costs from P Scarrott (tbc) of reinstatement of bylaws sign by the river, actioned under Clerk's delegated authority.

23/020 Highways Committee:

1. To discuss/vote on any issues raised following the meeting on 12th April.

23/021 Youth & Well-being Committee:

1. To discuss/vote on any issues raised following the meeting on 17th April 2023.
2. To receive and note a report on the MUGA (Paper 8) and agree any further actions required.

23/022 GMCC Committee:

1. To discuss/vote on any issues raised following the meeting on 27th April 2023.

23/023 Finance & General Purposes Committee:

1. To discuss/vote on any issues raised following the meeting on 27th April 2023.
2. To approve the following updated policies, as recommended by the Committee:
 - a. Data Protection Policy (Paper 9a)
 - b. Financial Reserves Policy (Paper 9b)
 - c. Investment Policy (Paper 9c)

23/024 Finance:

1. Consider and approve the schedule of payments up to 15th May 2023 (Paper 10a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. To note the bank reconciliation dated 30th April (Paper 10b), the Summary Report (Paper 10c), Financial Forecast to 15th May (Paper 10d) and Reserves Report (Paper 10e).

23/025 Tourist Levy Funding 2023/24 (Paper 11): To agree final list of projects for submission to CDC for public consultation by 31st May.

23/026 CDC Funding Opportunities (Paper 12): To finalise any project proposals for submission by 31st May.

23/027 Consultation on Division Boundaries (Papers 13a & b): To agree a submission for submission by 5th June.

23/028 Village Green: To consider any requests for use.

23/029 Coronation Event – The Big Lunch: To receive a report from the Working Party.

23/030 To approve purchase of an A-Board at a cost of £45 from the SSEN Resilience Fund.

23/031 To approve GAPTC Being a Better Councillor Training Parts 1 & 2 for Cllr M Samuel on Saturday 10th June at a cost of £75.00.

23/032 Reports from representatives on Outside Bodies: Receive reports, for information only.

23/033 Correspondence:

1. Email from resident on various parish matters (Papers 14a & b)

23/034 Items to Note: Matters for information only.

23/035 Next Meeting: 7pm on Wednesday 7th June 2023 in the Windrush Room, The George Moore Community Centre.

Public Session: A 10-minute period is set aside for the public to raise questions relating to matters on the agenda for Council's subsequent consideration.