

**Bourton-on-the-Water Parish Council**  
Council Office, The George Moore Community Centre,  
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ  
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To the Finance & Governance Committee,

You are hereby summoned to attend a meeting to be held at **7pm on Thursday 25<sup>th</sup> January 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

19<sup>th</sup> January 2024

**AGENDA**

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) Approval of draft minutes:
  - a) Meeting of the Finance & General Purposes Committee held on 19<sup>th</sup> October 2023.
  - b) Extraordinary Meeting of the Finance & General Purposes Committee held on 20<sup>th</sup> November 2023.
- 4) Public Session: Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).
- 5) Matters Arising:
  - a) Statement address change for Unity Trust.
- 6) Financial Reports: To review and approve the following and agree any budget adjustments required:
  - a) Q3 Financial Reports – Sept-Dec (Paper 1a, b & c)
  - b) Current Reports – (Papers 1d, e & f)
- 7) Quarterly Internal Checks:
  - a) Q3 (July-September) (Paper 2): To review completed checks and agree any further actions required.
  - b) To agree arrangements for Q3 checks (Sept-Dec 23).
- 8) Budget and Precept for 2024-25 – to review and approve figures for final approval at the Extraordinary Meeting of the Parish Council on 29<sup>th</sup> January 2024.
  - a) Draft Budget 2024-25 (Paper 3a)
  - b) Draft Precept request (Paper 3b)
- 9) Lloyds Bank Multipay Card: To approve an additional card for the Assistant Clerk at £3 per month.
- 10) Date of Next Meeting – 7pm on Thursday 18<sup>th</sup> April 2024 in the Windrush Room, The George Moore Community Centre.