

# 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)

Dear Councillors,

You are invited to attend a Finance & General Purposes (FGP) Committee to be held on **Thursday 29<sup>th</sup> July 2021 at 7.00pm** in the Windrush Room at The George Moore Community Centre.

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

23<sup>rd</sup> July 2021

## AGENDA

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Apologies for absence.
4. Declarations of Interest.
5. To receive and approve the minutes of the FGP committee meeting held on 26<sup>th</sup> April 2021, circulated.
6. Financial Reports: (Papers 1a, 1b, 1c, 1d)  
To receive and approve the financial report, bank reconciliation, accounts for Q1 to 30<sup>th</sup> June 2021 and VAT Return Q1.
7. Management of Reserves: To discuss.
8. Internal Checks: To agree arrangements for Q1 Checks.
9. Internal Audit: Update on progress with actions.
10. External Audit & AGAR:
  - 10.1 To note that the Period of Exercise of Public Rights is complete
  - 10.2 To note that the Clerk's contact details have been updated with the auditor
11. Review of Internal Governance Documents for 2021/22:
  - 11.1 Review draft Standing Orders July 2021 (Paper 2) and make recommendation to Council for soonest adoption.
  - 11.2 Review draft Financial Regulations 2021 (Paper 3) and make recommendation to Council for soonest adoption.
  - 11.3 Expenses Policy – review advice received from SLCC in respect of Parish Basic Allowance in order to update policy.(Papers 4 & 5)
  - 11.4 Grants Policy – to review draft Grant Policy 2021 and consider existing timeline for awarding grants.(Paper 6)
  - 11.5 Confirmation of timescales for review of remaining Governance documents.
12. Community Awards Scheme: Consider email proposal from Cllr Davis to introduce a scheme.
13. Email Upgrade: Review of take-up of new system and plan for completion of roll-out.
14. SLCC Annual Subscription: To review request from Clerk for payment of £289 due 1<sup>st</sup> August to continue to access member benefits and advice. For recommendation to full Council.
15. Multipay Card: To consider providing a charge card facility for the Clerk (Paper 7)
16. Purchase of additional Laptop: To approve a budget to purchase using SSEN Resilience Grant.
17. Date of Next Meeting – Thursday 21<sup>st</sup> October 2021 at 7pm.