

Bourton-on-the-Water Parish Council

**Minutes of the meeting of the Finance & General Purposes Committee
held in the Windrush Room at 7pm on Wednesday 23rd February 2022**

Those Present: Cllr A Roberts (Vice Committee Chairman and Chairman of the meeting), Cllrs S Coventry, A Davis, L Hicks.

In attendance: Sharon Henley (Clerk)

Members of Public: None.

The meeting started at 19.17 hours.

- 1) Apologies for absence: Cllrs B Hadley, P Millett, B Sumner and Chris Cooper, Finance Officer. These were accepted.
- 2) Declarations of Interest: There were none.
- 3) Approval of draft minutes of the Finance & General Purposes Committee held on 21st October 2021. Proposed by Cllr Hicks, seconded Cllr Coventry and unanimously APPROVED.
- 4) Matters Arising
 - a) Switch to Unity Trust Bank – now complete. Cllr Coventry was still to establish her on-line log-on. Following the closure of the Lloyds account Cllr Davis noted issues with logging onto her other Lloyds accounts. She advised other signatories who also had Lloyds accounts to check that they still had access.
 - b) Email migration for councillors – now complete.
 - c) Return of tenant deposits from solicitor - now complete.
- 5) Financial Reports: (Papers 1a, 1b, 1c, 1d)

To receive and approve the Financial Report to 24th Feb 2022, Bank Reconciliation to 1st Feb 2022 and Summary of Receipts and Payments to 14th Feb 2022. It was noted that the CDC grant of £10,000 for the new play equipment would be paid the following week and would be credited to the relevant Earmarked Reserve. The £12,000 Digital Inclusion Grant may need to be returned as the provision of equipment was being handled by outside bodies who had been unable to comply with the terms of the grant to date. The Clerk to check that the gazebo had been funded from the Thriving Communities EMR. Cllr Davis proposed, Cllr Hicks seconded and the reports were APPROVED
- 6) Internal Checks:
 - a) Q2 Internal Checks (Paper 2): The new template document had been successfully used by Cllrs Coventry and Hicks. The Clerk to add an additional box at the top to record who completed the checks. The findings were noted as follows: Payment to a councillor for an ink cartridge required specific authorisation by Council. Hard copy invoices required signature by both councillors approving the on-line payments and this had not been done in all cases.
 - b) To agree arrangements for Q3 Checks. Cllrs Coventry and Hicks to complete the checks as soon as possible, date tbc.
- 7) Application for Multipay Card for the Clerk:
 - a) To note that this is being progressed following the switch to Unity Trust Bank and agreement by F&GP Committee on 29th July 2021. Noted.
 - b) To consider increasing proposed amount of credit per month from £500 to £1,000. This is to reflect the increase to £1,000 in Clerk's delegated authority emergency spending limit as agreed at the February Council meeting. This was APPROVED for onward consideration by full Council.

- 8) Internal Audit
 - a) To note and accept completed Audit (Papers 3a & b). The report and accompanying document were received and noted. The Clerk to request the internal auditor to complete their name and date of audit on the forms.
 - b) To review the Clerk's Internal Audit Action Plan (Paper 3c): This was APPROVED for onward consideration by full Council.
- 9) Policies & Documents (Papers 4a, b, c & d): The following draft documents were reviewed:
 - a) Complaints Procedure (new policy).
 - b) Vexatious Complaints & Requests Policy (new policy).
 - c) Financial Reserves Policy – Risk Register March 2022 (updated policy).
 - d) Fixed Asset Register: This had been updated to include the new play equipment and some additional bollards. Cllr Roberts to check the location of the ANPR laptop and the Clerk's new laptop to be added to the register. Other future additions to the Register were the two bus shelters outside the Cotswold School and one shelter at Meadow Way (to be moved to Station Road). These would be registered upon adoption by BoWPC. Draft document a, b, c were APPROVED for consideration by full Council with the addition of a review date in a and c. Document d to be amended as agreed prior to going to full Council.
- 10) Date of Next Meeting – Thursday 28th April 2022 at 7pm.

There being no further business the meeting closed at 19.57 hours.