

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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20th April 2021

Dear Councillors,

You are invited to attend a Finance & General Purposes (FGP) Committee meeting via Zoom on Monday 26th April 2021 at 7.00 pm.

Yours sincerely,

J. Herbert

Mrs. J. Herbert
Assistant Clerk

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and approve the minutes of the FGP committee meeting held on 21st January 2021, circulated.
4. Financial Reports:
Receive the financial report, bank reconciliation and accounts up to the end of the financial year 31.3.2021 (to be circulated by the Finance Officer).
5. Annual Audit:
 - 5.1 Receive report from completed 2020-21 Independent Internal Audit and consider recommendations (circulated).
 - 5.2 Receive External Auditor report for 2019-20 and note implications for completing 2020-21 AGAR (circulated).
6. Employment Issues:
 - 6.1 Receive Personnel Sub-Committee minutes from meetings held on 27th January and 1st, 17th & 25th March (circulated) and consider recommendations in respect of remuneration for Assistant Clerk and Janet Eustace in mentoring role during temporary cover of Clerk's position.
 - 6.2 Receive report from Assistant Clerk to review temporary cover of Clerk's position.
 - 6.3 Consider recommendation from Janet Eustace to appoint full time locum clerk and agree hourly rate. Delegate authority to appoint to Assistant Clerk.
7. Review of Internal Governance Documents for 2021/22:
 - 7.1 Receive 2020 version of NALC's Model Standing Orders (circulated) and make recommendation to Council for soonest adoption.
 - 7.2 Consider and agree timeframe for review of all other Internal Governance documents for approval by Council to ensure compliance with relevant legislation.
8. Email & Office Upgrade:
 - 8.1 Receive and approve invoice received from Imaginative Solutions for £1876.80 for upgrade of email systems for all councillors & staff and upgrade to office working systems (circulated). Assistant Clerk's file note on this matter also circulated for completeness.
 - 8.2 Recommend timeframe for all councillors to switch to new email system.
9. Any Other Business:
 - 9.1 Consider draft Service Level Agreement received from Inspire to Aspire (circulated) and finalise ready for signature.
 - 9.2 Receive letter from CDC re Community Infrastructure Levy and agree action (circulated).
10. Date of Next Meeting – Thursday 29th July 2021 at 7pm.