

Bourton-on-the-Water Parish Council

**Minutes of a meeting of the Finance and Governance Committee held at 7pm on Thursday 18th April 2024
in the Windrush Room at The George Moore Community Centre**

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, A Davis, B Hadley, L Wilkins.

In Attendance: Sharon Henley, Clerk.

Members of Public: None.

Public Session: None present.

- 1) Apologies for absence: Cllr L Hicks.
- 2) Declarations of Interest: There were none.
- 3) Approval of draft minutes of the Finance & General Purposes Committee held on 25th January 2024. The committee RESOLVED that the minutes were a true record of the meeting and they were signed by the Chairman.
- 4) Matters Arising: None.
- 5) Financial Reports: To review and approve the following:
 - a) Q4 Financial Reports – January-March 2024 (Paper 1a, b & c). The Committee noted the reports, although the Clerk/RFO advised that the year-end figures were still being finalised so they were subject to change. Final year-end reports to be presented to full Council at the Annual Meeting.
- 6) Quarterly Internal Checks:
 - a) Q3 (October-December 2023) (Paper 2): To review completed checks and agree any further actions required. Checks were completed by Cllrs Coventry and Wilkins on 26th February. The Committee RESOLVED to approve the report and there were no further actions required. The Clerk/RFO advised that a spreadsheet of virements is needed for 2024-25 as the information is not summarised on Scribe.
 - b) To agree arrangements for Q4 checks (January-March 2024). Cllrs Coventry and Roberts to carry out checks at 3pm on Tuesday 7th May.
- 7) Lloyds Bank Multipay Card:
 - a) To confirm additional card received for the Assistant Clerk.
 - b) To review current monthly credit limit and consider increasing to cover both cards. The monthly credit limit of £1,500 had not been increased since the additional card was issued and this covered both cards. Due to more purchases being made on-line the Clerk/RFO advised that a higher limit was needed to ensure the cards could be used as required. The Committee RESOLVED to recommend to Council that the monthly credit limit should be increased to £1,500 per card. The Committee RESOLVED that a review of Multipay Card statements should be added to the Quarterly Checklist, although it was recognised that the statements had been made available during previous checks.
- 8) Unity Trust Bank Bulk Payments (Paper 3): To consider adopting this method for monthly BACs payments. The Committee RESOLVED to adopt this method for future payments.
- 9) Scheme of Delegation (Paper 4): The Committee discussed suggested amendments but RESOLVED that full Council should further review this document. It was further RESOLVED to recommend to full Council that the IT and Data Sub Committee should become a full committee with an increased membership of 5, meeting 4 times a year or as required.
- 10) Draft Schedule of Meetings 2024-25 (Paper 5): To agree dates for F&G meetings for ratification at the Annual Council Meeting. The Committee RESOLVED to accept the recommended dates.
- 11) Date of Next Meeting – 7pm on Thursday 18th July 2024 in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 20.01 hours.