

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 24th April 2025** 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](#)

Recording of Proceedings: The law allows the public proceedings of Council and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted as is live or subsequent broadcast. Live commentary is not permitted. As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know prior to the date of the meeting.

Sharon Henley

Mrs Sharon Henley
Clerk/RFO

16th April 2025

AGENDA

Public Session: Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).

- 1) Apologies for absence.
- 2) Declarations of Interest.
- 3) Approval of draft minutes
 - a) Finance & Governance Committee held on 17th October 2024.
 - b) Extraordinary Meeting of the Finance & Governance Committee held on 27th November 2024.
- 4) Matters Arising:
- 5) Financial Reports: To review and approve the following Q4 reports:
 - a) Summary Report (Paper 1a)
 - b) Reserves Report (Paper 1b)
 - c) Q4 VAT Return (Paper 1c)
- 6) Quarterly Internal Checks:
 - a) Q2 & Q3 (Papers 2a & b): To review completed checks and agree any further actions required.
 - b) To agree arrangements for Q4 checks.
- 7) Policies: To review the following updated drafts
 - a) Contact with the Press, Media & External Organisations (Paper 3a)
 - b) Dignity at Work Policy (Paper 3b)
 - c) Financial Reserves Policy (Confidential Paper 3c)
- 8) Date of Next Meeting: For agreement at Annual Council Meeting.