

Bourton-on-the-Water Parish Council
Minutes of a meeting of the Finance & Governance Committee
held at 7pm on Thursday 24th April 2025 in the Windrush Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs A Davis (from item 7), L Hicks, B Hadley, L Launchbury, L Wilkins.

In Attendance: Sharon Henley (Clerk/RFO).

Members of Public: None.

Public Session – none present.

- 1) Apologies for absence. Cllr M Samuel.
- 2) Declarations of Interest. There were none.
- 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.The Committee RESOLVED that both sets of minutes were a true record, and they were signed by the Chairman.
- 4) Matters Arising:
 - a) Item 7 from 17th Oct – The Committee had considered whether CIL monies should be used for the Rye Crescent play area refurbishment project. It was noted that sufficient grant funds had been obtained to fund project costs, although additional costs may be incurred to complete the project.
- 5) Financial Reports: To review and approve the following Q4 reports:
 - a) Summary Report (Paper 1a): The Clerk circulated a separate Year End Summary Report which considered the year-end adjustments.
The Committee noted a final underspend on budget of just under £20,000. This was partly due to the Council being unable to progress some Tourist Levy projects, although some Cost Centres had incurred an overspend.
The income received was well in excess of the budget. This was mainly due to the large amount of grant funding being obtained for various projects, although function room income and bank interest had also performed ahead of budget.
 - b) Reserves Report (Paper 1b): The report was noted.
 - c) Q4 VAT Return (Paper 1c): The Clerk to circulate the Q4 report following the meeting.
- 6) Quarterly Internal Checks:
 - a) Q2 & Q3 (Papers 2a & b): The Committee noted outcomes from both reports, but no further actions were required.
 - b) To agree arrangements for Q4 checks: Cllrs Roberts and Hicks to complete the checks on Thursday 5th June at 1.30pm in the Salmonsbury Room.
- 7) Policies: The following updated drafts were reviewed:
 - a) Contact with the Press, Media & External Organisations (Paper 3a): Following discussion, the Committee DEFERRED a decision. The Clerk to source a new template for review by the new Finance Committee.
 - b) Dignity at Work Policy (Paper 3b): The Committee RESOLVED to recommend approval to full Council.
 - c) Financial Reserves Policy (Confidential Paper 3c): The Committee RESOLVED to recommend the policy to full Council.
- 8) Date of Next Meeting: The new Finance Committee will meet at 7pm on Thursday 17th July in the Windrush Room, to be confirmed following agreement of the meetings schedule at the Annual Meeting.

There being no further business the meeting was closed at 19.50 hours.