

Bourton-on-the-Water Parish Council
Minutes of a meeting of the Finance & Governance Committee
held at 7pm on Thursday 17th October 2024
in the Windrush Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, L Hicks, A Davis, M Samuel, L Wilkins.

In attendance: Sharon Henley (Clerk).

Members of Public: None present.

The meeting commenced at 19.21 hours due to the previous meeting overrunning.

Public Session: None present.

- 1) Apologies for absence. Cllr B Hadley. These were noted.
- 2) Declarations of Interest. There were none.
- 3) Approval of draft minutes
 - a) Finance & Governance Committee held on 18th July 2024.
 - b) Extraordinary Meeting of the Finance & Governance Committee held on 12th August 2024.The Committee RESOLVED that both sets of minutes were a true record of their respective meetings and they were signed by the Chairman.
- 4) Matters Arising:
 - a) Unity Trust bulk payments system. The bank had rectified the display of transactions.
 - b) GMCC earmarked reserve for equipment requiring replacement. This was included on the GMCC agenda for 17th Oct and it was agreed to add funds to the 2025-26 budget for next year to be transferred to an earmarked reserve. The requirements from the Accessibility Audit to be noted when internal decorations were planned.
 - c) 12th Aug item 3eiii – the Clerk to check whether items from Bourton Chase open space were included on the draft Asset Register.
- 5) Financial Reports: To review and approve the following Q2 Financial Reports July-September 2024 and agree any virements required.
 - a) Summary Report (Paper 1a)
 - b) Detailed Cost Centre Report (Paper 1b)
 - c) Reserves Report (Paper 1c) The Committee RESOLVED to split the GMCC EMR into H&S (balance of funds) and Legal Fees £5k as per the recommendations of the GMCC Committee.
 - d) Q2 VAT Return (Paper 1d)The above reports were noted.
- 6) Quarterly Internal Checks:
 - a) Q1 (Apr-Jun 2024) (Paper 2): To review completed checks and agree any further actions required. The checks were completed by Cllrs Roberts and Samuel on 13th August. A query was raised on whether the June finance papers should have been signed by the second councillor authorising payments in addition to Cllr Roberts. Following discussion, it was agreed that only the Payments List required authorisation by both councillors approving payments with the Chairman signing the remaining finance papers to accompany the approved minutes. The Clerk to amend the template for Quarterly Checks item 7 to reflect that rather than 'approving' the bank reconciliations they are 'noted' by Council.
 - b) To agree arrangements for Q2 checks (Jul-Sept 2024). Cllrs Hicks and Davis at 9.30am on Wednesday 20th November in the Community Café.
- 7) Community Infrastructure Levy (CIL) (Papers 3a, b & c): To note recent receipt and agree recommendations for full Council on use of funds. The Committee noted that £5,363.80 had been allocated to Bourton from the development at Our Lady Help Of Christians Catholic Church, Station Road. The Committee RESOLVED that the funds should be added to the CIL reserve. Progress with grant funding for the Rye Crescent playground project to be reviewed at the F&G meeting in January and a recommendation made to Council on whether funds should be used for this, or an alternative project.
- 8) Precept: To note receipt of second instalment. The second instalment of £48,318 was received, giving a total of £193,274 which was the amount requested for the year. This was noted.

- 9) Unity Trust Instant Access Savings Account: To note reduction of interest rate. The Committee noted a small reduction in the interest rate.
- 10) Earmarked Reserve for VE Day 2025: To approve request from the Clerk/RFO to set up a new earmarked reserve for £100 received. The Committee RESOLVED to approve this request.
- 11) Budget and Precept 2025-26:
 - a) To agree arrangements and meeting dates to review draft recommendations from committees. The Committee RESOLVED to hold an Extraordinary meeting at 6.30pm on Wednesday 27th November in the Windrush Room.
 - b) To ratify decision from IT & Data Committee 7th Oct 2024 item 8b to create a separate Cost Centre on Scribe for IT & Data Cost Codes for 2025-26. In addition, the Clerk requested to transfer Payroll, Staff Training and HR Services to the Staffing Cost Centre. The Committee RESOLVED to approve these requests. In addition, the Clerk to create a separate Cost Code for Councillor Training under the Admin Cost Centre to be reviewed by F&G.
- 12) Public Works Loan Board Loan to fund coach parking at the Cotswold School following item 24/179(2) full Council meeting in October (Paper 4): To consider advice from GAPTC and make recommendations to full Council. The Committee RESOLVED to recommend to Council that a Public Works Loan Board loan was not an option but that Council should review the advice for further consideration.

On a separate matter, the Clerk noted the maturity of the Redwood Bank bond on 7th November. Options for further investment to be discussed by Council on 6th November.

- 13) Date of Next Meeting:
 - a) An Extraordinary meeting to discuss the draft 2025-26 budget at 6.30pm on Wednesday 27th November in the Windrush Room.
 - b) Quarterly Finance & Governance Meeting at 7pm on Thursday 30th January 2024 in the Community CaféBoth meeting to be held at the George Moore Community Centre.

There being no further business the meeting closed at 20.09 hours.