



FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 19 August 2019 at 7.00pm
in the Ellendune Community Centre

- Present** Cllr J Hewer (Chair)
Cllr H Hodd
Cllr H Dosanjh
Cllr G Overbury
Cllr A Richards
- Clerk** Emma Freemantle (Deputy Clerk)
- FGP/036** **Apologies**
Apologies were received from Cllr L Campisano and Cllr C Clark.
- FGP/037** **Declarations of Interest & Applications for Dispensation**
Cllr J Hewer declared an interest in agenda item 11 as he is a resident of Alexander Park and also a member of the Alexander Park Residents Association.
- FGP/038** **Public Questions**
There were no members of the public present.
- FGP/039** **Minutes**
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on 17 July 2019.
- FGP/040** **Payment Schedule for August 2019**
Members **RESOLVED** to approve the Payment Schedule for August 2019, a copy of which appears as Appendix A in the Minute Book.
- FGP/041** **Income & Expenditure**
Members **NOTED** the Income & Expenditure Statement for July 2019, a copy of which appears as Appendix B in the Minute Book.
- Action:** To include a new expenditure line under Contractors for BMX Grass Cutting under 4306/150
- Action:** To provide an annual report of Income over Expenditure figures showing monthly balances to help look at trends / patterns.
- FGP/042** **Bank Reconciliations**
Members **NOTED** the bank statements and reconciliations for July 2019, copies of which appear as Appendix C in the minute book.

FGP/043

Parish Councillor Allowances

Members **NOTED** the information received from Swindon Borough Council regarding the proposal of Parish Council allowances for 2020-2021, a copy of which appears as Appendix D in the minute book.

Members **RESOLVED** to recommend to Full Council that Councillors take on the Swindon Borough Councils recommendation.

FGP/044

Thorney Park Lease

Members **NOTED** the letter received from Stonewater regarding the lease of land (basketball court) at Thorney Park, a copy of which appears as Appendix E in the minute book.

Members **RESOLVED** to agree the following expenditure:

£550+VAT for the valuation of the land

£250+VAT for the non-refundable administration fees

Up to £1500+VAT for the lease agreement with Stonewater.

Action: To include a new expenditure line for the professional / legal fees in respect of the Thorney Park play area.

FGP/045

Public Toilet Lease

Members **NOTED** the signing of the lease agreement received from Swindon Borough Council for the Wharf Road Public Toilets, a copy appears as Appendix F in the minute book.

FGP/046

Dog Bins

Members considered a request from the Alexander Park Residents Association for the installation of a new dog bin within Alexander Park.

Members **RESOLVED** to agree that a recommendation would be made to the next Open Spaces Committee on the 08 October 2019.

FGP/047

Exclusion of Press and Public

Members **RESOLVED** in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

Reason: Commercially sensitive.

Reason: Staff matters.

FGP/048

Internal Auditor

Members **NOTED** a quote received from Lightatouch for the Parish Councils financial audit, a copy of which appears as Appendix G in the minute book.

Members **RESOLVED** to agree that the appointment of the internal auditor would be delegated to the Chair and Clerk pending further quotes being received from Swindon Borough Council and one other.

FGP/049

Health & Safety Audit

Members **RESOLVED** to agree the appointment of ABR Safety to review the Parish Councils Health & Safety Audit. A copy of the quote appears as Appendix H in the minute book.

FGP/050

Overtime

Members **RESOLVED** to agree to pay the Grounds Team Leader over time hours worked of 8.5 hours as a one off discretionary payment.

It was agreed to monitor the overtime hours on a monthly basis.

FGP/051

Staffing Matters

The Chair thanked the Deputy Clerk and Administration Officer for their work in the absence of the Clerk.

Members **RESOLVED** to agree that official acknowledgement of their work would be delegated to the Chair and suggestions will be sent to the other members of the Finance & General Purposes Committee.

The meeting closed at 7.28pm

Signed.....

Date.....

Chairman of the Council