

WROUGHTON PARISH COUNCIL



FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 16 September 2019 at 7.00pm
in the Ellendune Community Centre

- Present** Cllr L Campisano
Cllr C Clark
Cllr H Dosanjh
Cllr J Hewer (Chair)
Cllr H Hodd
- Clerk** Emma Freemantle (Deputy Clerk)
- FGP/057** **Apologies**
Apologies were received from Cllr Ann Richards and Cllr Graham Overbury.
- FGP/058** **Declarations of Interest & Applications for Dispensation**
There were no declarations of interest nor applications for dispensation.
- FGP/059** **Public Questions**
There were no members of the public present.
- FGP/060** **Minutes**
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meetings held on 19 August 2019 and 29 August 2019.
- FGP/061** **Payment Schedule for September 2019**
Members **RESOLVED** to approve the Payment Schedule for September 2019, a copy of which appears as Appendix A in the Minute Book.
- Action:** The Deputy Clerk to clarify what is covered by the Direct Debit payment of £274.41 in respect of Wex Fuel in comparison to the Direct Debit payment of £211.07.
- FGP/062** **Income & Expenditure**
Members **NOTED** the Income & Expenditure Statement for August 2019, a copy of which appears as Appendix B in the Minute Book.
- Action:** Deputy Clerk to add detail to reports for the Miscellaneous Expenditure and Miscellaneous Income codes.
- Action:** Deputy Clerk to arrange suitable training either internal or external on the reading of financial reports which are sent to F&GP.
- Action:** Deputy Clerk to send Cllr Lisa Campisano a copy of the Earmarked Reserves CIL allocation breakdown as agreed at a previous Council meeting.

FGP/063

Bank Reconciliations

Members **NOTED** the bank statements and reconciliations for August 2019, copies of which appear as Appendix C in the Minute Book.

FGP/064

External Audit

Members **NOTED** the conclusion of audit received from PDF Littlejohn, a copy of which appears as Appendix D in the Minute Book.

FGP/065

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/066

Parish Council Insurance

Members **NOTED** that quotations for annual parish council insurance have been requested from two companies.

Members **RESOLVED** to agree expenditure to a maximum of £5,200.00 with delegated authority to the Clerk, Chair and Vice Chair to agree a supplier for up to a three-year contract.

FGP/067

Staffing Matters

Members **NOTED** an update on the recruitment process for a new Clerk. Members appointed Cllrs Hazel Hodd, Cllr Carol Clark, The Chair and Vice Chair to the interview and shortlisting panel.

Members **RESOLVED** to agree to meet on Thursday 19 September at 8.30am to discuss the interview process.

Members **RESOLVED** to agree the retention of South West Councils assist with future personnel issues at a cost of £725+VAT for cover from August 2019 until March 2021. (Budget 4170/100).

Action: Deputy Clerk to arrange an introductory meeting with South West Councils as soon as possible.

Members **RESOLVED** to agree the expenditure of £350.00 for Grounds Team annual medicals. (Budget, H&S and Work wear 4655/450).

The meeting closed at 7.20pm

Signed.....

Date.....

Chairman of the Council