

WROUGHTON PARISH COUNCIL



FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 21 October 2019 at 6.00pm
in the Ellendune Community Centre

- Present** Cllr L Campisano
Cllr C Clark
Cllr H Dosanjh
Cllr J Hewer (Chair)
Cllr H Hodd
Cllr Graham Overbury
Cllr Ann Richards
- Clerk** Emma Freemantle (Deputy Clerk)
- FGP/068** **Apologies**
No apologies were received.
- FGP/069** **Declarations of Interest & Applications for Dispensation**
There were no declarations of interest nor applications for dispensation.
- FGP/070** **Public Questions**
A reporter from the Swindon Advertiser was present but made no representations.
- FGP/071** **Minutes**
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on 16 September 2019.
- FGP/072** **Payment Schedule for October 2019**
Members **RESOLVED** to approve the Payment Schedule for October 2019, a copy of which appears as Appendix A in the Minute Book.
- FGP/073** **Income & Expenditure**
Members **NOTED** the Income & Expenditure Statement for September 2019, a copy of which appears as Appendix B in the Minute Book.
- FGP/074** **Bank Reconciliations**
Members **NOTED** the bank statements and reconciliations for September 2019, copies of which appear as Appendix C in the Minute Book.
- FGP/075** **Internal Audit**
Members **NOTED** the report of the Internal Auditor, a copy of which appears as Appendix D in the Minute Book.

Agenda item 9 was moved under private and confidential session.

- FGP/076** **Quarterly Budget Review**
Members **NOTED** the report of the Clerk regarding the second quarter budget review, a copy of which appears as Appendix F in the Minute Book.
- FGP/077** **Direct Debit**
Members **RESOLVED** to agree to set up a direct debit for the Trade UK account, to pay off the account balance monthly, in accordance with Financial Regulation 6p.
- FGP/078** **Youth Team Uniform**
Members **NOTED** that the Clerk and Chair approved the expenditure of £60.40 for two hoodies for the Youth Workers in accordance with Finance Regulation 4a. A copy of the authorisation appears as Appendix G in the Minute Book.
- FGP/079** **Christmas and New Year Office Opening Hours**
Members **NOTED** the report of the Clerk regarding Christmas and New Year office opening hours, a copy of which appears as Appendix H in the Minute Book.
- Members deferred this item to the next Finance and General Purposes meeting to be held on 18 Nov 2019.
- Action: Deputy Clerk to provide further information in a calendar format for the Christmas holiday period Monday 23 December 2019 – Monday 06 January 2020**
- FGP/080** **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/081** **Finance & General Purposes Budget**
Members **NOTED** the report of the Clerk regarding the Finance & General Purposes Committee budgets, a copy of which appears as Appendix E in the Minute Book.
- Members **RESOLVED** to receive a monthly committee budget report for noting.
- Action: Deputy Clerk to investigate the business case previously provided which supported the purchase of the new grounds team vehicle in April 2019.**
- Action: To clarify the use of budget line 4315/150, Litter Bin contract for the remainder of the financial year.**
- FGP/082** **HR Assistance with Recruitment**
Members **RESOLVED** to retrospectively approve the expenditure of £641.30 to South West Councils for HR assistance with the recruitment of the Clerk.

FGP/083**H&S Support**

Members **NOTED** the quotation for additional support from the Health and Safety Consultant, a copy of which appears as Appendix I in the Minute Book.

Members **RESOLVED** to approve the following recommendations:

To instruct ABR Safety for remedial works following their Audit report, total £1000.00.

To commit to a monthly support fee of £30 per month until the end of the current financial year 31 October 2019 – 31 March.2020 total cost £150.00.

To commit to one year's support / retainer fee of £30 per month for the new financial year 01 April 2020 – 31 March 2021 total £360.

To commit to an additional budget of **£400** for the annual Health & Safety visit during 2020-2021.

Budget to be used 4170/100 Professional fees, line to be added with a description of: Health & Safety Audit Fees.

FGP/084**Noticeboard**

Members **RESOLVED** the expenditure of £231.24 to produce two new noticeboards to be installed inside the Ellendune Community Centre.

Budget to be used 4900/100 Miscellaneous Expenditure.

FGP/085**Staffing Matters**

Members considered the report from South West Councils regarding the benchmarking of the Clerk salary, a copy of which appears as appendix J in the Minute Book.

Members **RESOLVED** to agree that the Parish Council would adopt the pay scale banding as recommended by South West Councils.

Members **RESOLVED** to agree that the Clerk would produce a report for the next F&GP meeting to cover the following:

Investigate further the best practice for the management of the Clerk role.

Members **RESOLVED** to agree that mediation would be offered to all staff and Councillor roles within Wroughton Parish Council.

Action: Clerk to ensure that opportunities are given to all staff and Councillors for mediation before the next F&GP meeting on 18 Nov 2019.

Members **RESOLVED** to agree that the following training should be offered:

Mediation for line managers, offered for the Clerk and chair role.

Line manager training for the new Clerk and Deputy Clerk role.

A Workshop scheduled for Councillors to explore challenges 2&3 referred to in the Local Government Association Councillors Workbook, copy attached as Appendix K.

The meeting closed at 7.30pm

Signed.....

Date.....

Chairman of the Council