

## WROUGHTON PARISH COUNCIL



### **FINANCE & GENERAL PURPOSES COMMITTEE**

Minutes of the meeting held on Monday 18 November 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
- Clerk** Emma Freemantle
- FGP/086** **Apologies**  
No apologies were received.  
  
*Cllr Carol Clark entered the meeting at 6.10pm.*
- FGP/087** **Declarations of Interest & Applications for Dispensation**  
There were no declarations of interest nor applications for dispensation.
- FGP/088** **Public Questions**  
There were no members of the public present.
- FGP/089** **Minutes**  
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on 21 October 2019.
- FGP/090** **Payment Schedule for October 2019**  
Members **RESOLVED** to approve the Payment Schedule for November 2019, a copy of which appears as Appendix A in the Minute Book.
- FGP/091** **Income & Expenditure**  
Members **NOTED** the Income & Expenditure Statement for October 2019, a copy of which appears as Appendix B in the Minute Book.
- FGP/092** **Bank Reconciliations**  
Members **NOTED** the bank statements and reconciliations for October 2019, copies of which appear as Appendix C in the Minute Book.
- FGP/093** **Parish Council Bank Mandate**  
Members **RESOLVED** to agree to include all members of the Finance and General Purposes committee on the new bank mandate, a copy of which appears as Appendix D in the Minute Book.

**FGP/094**

**Christmas and New Year Office Opening Hours**

Members **RESOLVED** to agree that the Parish Council office would be closed to the public from 12pm on Tuesday 24 December 2019 and re open to the public at 9am on Monday 6 January 2020.

A copy of the Christmas working pattern appears as Appendix E in the minute book.

The Clerk advised that the Playgrounds within the Parish would need inspecting at least once over the following dates due to the Grounds Team being on annual leave:

Monday 30<sup>th</sup> December 2019

Tuesday 31<sup>st</sup> December 2019

Wednesday 1<sup>st</sup> January 2020

The following allocations were agreed and the usual inspection checklists will be issued in advance to the office Christmas closure.

Alexandra Park Play Area	-	Cllr J Hewer
Alexandra Park Youth Area	-	Cllr J Hewer
Badgers Brook Area	-	Cllr C Clark
Boness Road Area	-	Cllr H Hodd
Beranburh Play Area	-	Cllr P Bhardwaj / Cllr J Hewer
Maunsell Way Play Area	-	Cllr H Hodd
North Wroughton Play Area	-	Cllr H Dosanjh
Weir Field Play Area	-	Cllr C Clark

*Cllr H Dosanjh left the room at 6.25pm.*

**FGP/095**

**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/096**

**Benchmarking**

Members **NOTED** the quote received from South West Councils with regards to the salary benchmarking of all Parish Council Staff, a copy of which appears as Appendix F in the Confidential Minute Book.

*Cllr H Dosanjh entered the room again at 6.35pm.*

Members **RESOLVED** to agree to Option 2 within the quote and funds allocated to expenditure code: Professional Fees 4170/100.

### **FGP/97 Grounds Team Vehicle Lease**

Members received a verbal update from the Clerk regarding the business case provided in April 2019 to support the purchase of the Isuzu D-Max vehicle.

A copy of the correspondence between the Chair and the Clerk appears as Appendix G in the Confidential Minute Book.

Members **NOTED** that further investigations may need to take place into the supporting business case provided in April 2019.

### **FGP/98 Grounds Team Leader Mobile Device**

Members **NOTED** a report of the Clerk a copy of which appears as Appendix H in the Confidential Minute Book.

Members **RESOLVED** to agree with the following recommendations within the report:

- 3.1 Members agree to the Clerk investigating a monthly contract for a new Council owned tablet device with a mobile data allowance up to a maximum cost of £20.00 per calendar month.
- 3.2 The budget of Miscellaneous Expenditure for the Grounds Team cost centre is used (4900/450) until the end of the financial year.
- 3.3 A new budget for the 2020/2021 financial year is considered.
- 3.4 Members agree that a new Mobile Device Policy is drafted and brought back to the next Finance and General Purposes meeting for consideration.

### **FGP/99 Website Hosting**

Members **NOTED** the invoice received from Clearwater Traditional Marketing a copy of which appears as Appendix I in the Confidential Minute Book.

### **FGP/100 Photocopier Lease**

Members **NOTED** a report of the Deputy Clerk a copy of which appears as Appendix J in the Confidential Minute Book.

Members **RESOLVED** to agree the following recommendations within the report:

- 3.1 To approve entering into a five-year lease agreement at a cost of £74.33 per month for the lease of the TASKalfa 2553ci. Costs to be met from the Photocopier Lease budget (4105/100).
- 3.2 To approve an increase to the 2020/21 budget line for the Photocopier Lease budget (4105/100) to £1000.00.
- 3.3 To approve entering into a maintenance contract with Advanced Imaging System for the 5-year variable price plan. All costs to be met from the Photocopies budget (4110/100).

Delivery and installation costs would be £125.00 for the single machine.

Remote monitoring of £1.00 would be included for toner purchases and monitoring machine performance.

The variable price plan would include the environmental levy charge of £2.50 per month.

3.4 To approve a decrease to the 2020/21 budget line for the Photocopies budget (4110/100) to £1400.00. The budget should then be increased by £100 per annum to factor in increased maintenance costs.

**FGP/104**

**Wroughton Community Asset Trust**

Members received a verbal update from the Chair regarding the Wroughton Community Asset Trust.

Members **NOTED** that Swindon Borough Council are intending to increase their charge to Wroughton Community Asset Trust by a further 23%. Members requested further information from the Wroughton Community Asset Trust to support their financial position before continuing to apply to the Parish Council for a future Grant.

**Action:** Clerk to contact the Wroughton Community Asset Trust and request a business plan with support their financial status and overall footfall into the Library.

**Action:** Clerk to produce a breakdown of previous years Grant applicants and show the amounts awarded to local community groups.

**FGP/105**

**Staffing Matters**

Members received a verbal update from the Clerk following actions from the previous Finance and General Purposes Committee.

Members **NOTED** that all Councillors have been given the opportunity to arrange to meet with the Clerk and discuss the officer and Councillor role relationship.

The Clerk confirmed that she has met with three Councillors to date and will be continuing to arrange meetings with the remaining.

Members **NOTED** that challenges 2&3 referred to in the Local Government Association Councillors Workbook are being completed and discussed throughout the Councillor one to one sessions.

The Clerk advised that the report of “Best Management of the Clerk” has not yet been completed, however provided a verbal update with a list of current ongoing working practices.

The meeting closed at 7.05pm

Signed.....

Date.....

Chairman of the Council