

WROUGHTON PARISH COUNCIL



FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 16 December 2019 at 6.30pm
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/106** **Apologies**
No apologies were received.
- Cllr Ann Richards entered the meeting at 6.35pm.*
- FGP/107** **Declarations of Interest & Applications for Dispensation**
Cllr Ann Richards declared an interest in agenda item 11 as she is a Trustee of the Wroughton Community Asset Trust.
- FGP/108** **Public Questions**
Holly Woodward, the Chair to the Wroughton Community Asset Trust attended the meeting to present a Business Case for the Wroughton Community Library.
- FGP/109** **Minutes**
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on 18 November 2019.
- FGP/110** **Payment Schedule for October 2019**
Members **RESOLVED** to approve the Payment Schedule for December 2019, a copy of which appears as Appendix A in the Minute Book.
- FGP/111** **Income & Expenditure**
Members **NOTED** the Income & Expenditure Statement for November 2019, a copy of which appears as Appendix B in the Minute Book.
- FGP/112** **Bank Reconciliations**
Members **NOTED** the bank statements and reconciliations for November 2019, copies of which appear as Appendix C in the Minute Book.
- FGP/113** **CCTV Quotes**
Members **RESOLVED** to agree the quote from FSR Security for the installation of CCTV at the Wharf Road Public Toilets, a copy is attached as Appendix D.
(Budget General Reserves 310)

Action: Clerk to contact FSR Security to confirm that the cabling will be housed in secure trunking and kept away from damage risks wherever possible.

Action: Clerk to investigate the servicing packages available for the long term maintenance of the CCTV.

The Clerk confirmed that CCTV signage is included in the quote for installation.

FGP/114

Data Protection Fee

Members **NOTED** that the annual payment of £40 for the Information Commissioners Office Data Protection renewal fee will be deducted on the 16 January 2020. (Budget Subscription 4185/100)

The Clerk confirmed that the new ICO subscription covers the CCTV installation alongside GDPR regulations.

FGP/115

Weir Field Tree Report – Quotations

Members received the tree report with amended quotes from the Clerical and Communications assistant, a copy of which appears as Appendix E in the minute book.

Members **RESOLVED** to agree that the following quote provided by Bawden Contracting Services Limited (Budget 4650/450):

Quote 3: Bawden Managed Landscapes is £1232.00 for the felling of each tree to ground level – (this refers to the two trees that have been fenced off and are at most risk of falling down). The felling of the Leylandii standing alone is £985.00. The quote includes the removal of all waste from the site and the area to be left clean and tidy (details in Appendix F in the minute book)

FGP/116

Grant Application

Members received a verbal report from Trustee Holly Woodward on behalf of the Wroughton Community Asset Trust. A written Business Case for the financial year 2020-2021 for the Wroughton Community Library was also received, a copy of which appears as Appendix G in the minute book.

Members **NOTED** the reports from the Wroughton Community Asset Trust and discussed the 45% increase in charges that they will face from Swindon Borough Council.

Members **NOTED** the various options for running the Library in the next financial year as listed in the report.

Action: Wroughton Parish Council to discuss the provision of the Wroughton Library during their budget setting meeting on 8 January 2020.

FGP/117

Ellendune Hall Trust

Members **NOTED** a report from the Ellendune Hall Trust to consider a request of the Trust for the use of the remaining Grant funds previously received from the Parish Council. A copy of the report appears as Appendix H in the minute book.

Members **RESOLVED** to agree that the Ellendune Hall Trust may retain the amount of £4,450 for use towards other maintenance works which are required.

Members also **NOTED** a report received from the Ellendune Hall Trust regarding the room hire charges applied to the Parish Council.

Members **RESOLVED** to agree that the increase in room hire was acceptable for £30 per session and backdate this to the 1st April 2019.

FGP/118

Councillor Allowances

Members **RESOLVED** to defer this item to the next Finance and General Purposes meeting in January 2020.

FGP/119

Training Repot

Members **RESOLVED** to defer this item to the next Finance and General Purposes meeting in January 2020.

The meeting closed at 7.18pm

Signed.....

Date.....

Chairman of the Council