



WROUGHTON PARISH COUNCIL

09 March 2020

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 17 February 2020 at 6.30pm
in the Ellendune Community Centre

Present Cllr L Campisano
Cllr H Dosanjh
Cllr J Hewer (Chair)
Cllr H Hodd
Cllr G Overbury
Cllr A Richards

Clerk Emma Freemantle

FGP/133. **Apologies**
Apologies were received from Cllr C Clark.

FGP/134. **Declarations of Interest & Applications for Dispensation**
Cllr L Campisano declared an interest in the agenda item 9 as she is a Trustee of the Ellendune Hall Trust.

Cllr A Richards declared an interest in agenda 8 as she is a member of the Churchyard Working Party.

The Chair suspended standing orders and moved agenda item 8 forward.

FGP/135. **Public Questions**
Reverend Phil Harrison and Treasurer Nick Orman from Wroughton and Wichelstowe PCC attended to talk through agenda item 8, the Wroughton Parish Churchyard Grant Application.

FGP/136. **Wroughton Parish Churchyard**
Members received a verbal update from Reverend Phil Harrison and Treasurer Nick Orman in support of the Wroughton Parish Churchyard Grant Application.

Members **NOTED** the Grant Application and supporting accounts of the Wroughton Parish Church, a copy of which appears as Appendix A in the Minute Book.

Nick advised that the space within the current Churchyard is running out and likely to be at full capacity within the next 18 months to 2 years. The Parish Church are continuing to investigate their future options for additional space and land.

The Parish Church also have a backlog of tree work which needs completing, they had a detailed survey carried out in November 2019 and the tree surgeon appointed advised that they have 6 which need urgent work. The Churchyard Committee had only budgeted for the necessary works rather than the nice to do list.

Cllr L Campisano asked if the Churchyard Committee have contacted other organisations for other grant applications, Nick advised not currently.

Nick confirmed that others works are still in need of completion with regard to maintenance (non tree work) and the organisation could apply for additional grants to cover this.

Cllr H Hodd asked if there had been other quotes received from different contractors for the mentioned tree work, Cllr H Hodd advised that the Parish Council could provide other contact details if the Churchyard Committee thought this to be useful to them.

The Chair explained that as the Grant Application is higher than anticipated for the 2020/2021 financial year, the Finance and General Purposes Committee will be deferring the approval of funds over £7,000 to the Full Council meeting on 16 March 2020.

The Chair requested that the Wroughton Church continue to apply for further Grants within the Community to help “uplift” their original request to Parish Council.

Cllr H Dosanjh entered the room at 6.41pm.

Members **RESOLVED** to approve the grant application of up to £7,000 for the Wroughton Parish Church, under the power to contribute towards expenses of cemeteries. (Local Government Act 1972 s214(6))

Members **RESOLVED** to defer the decision of approval for an additional £5,058 to the Full Council meeting on 16 March 2020.

Action: Clerk to send Treasurer Nick Orman contact details for recommended Tree Surgeons and also contact details for the Wroughton Community Trust.

The Chair reinstated standing orders.

FGP/137.

Minutes

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on Monday 17 February 2020.

FGP/138

Payment Schedule for February 2020

Members **RESOLVED** to agree the Payment Schedule for February 2020, a copy of which appears as Appendix B in the Minute Book.

FGP/139.

Income & Expenditure

Members **NOTED** the Income & Expenditure Statement for January 2020, a copy of which appears as Appendix C in the Minute Book.

FGP/140

Bank Reconciliation

Members **NOTED** the bank statements and reconciliations for January 2020, a copy of which appear as Appendix D in the Minute Book.

FGP/141. Ellendune Hall Trust

Members **NOTED** the Grant Application form received from the Ellendune Hall Trust for the 2020/2021 financial year, a copy of which appears as Appendix E in the Minute Book.

Members **NOTED** that as agreed at the Full Council meeting in January 2020 (Min Ref FC/177) the Ellendune Hall Trust are provided with the amount of £25,000 for the 2020/2021 financial year. (Local Government Act 1972, section 133).

FGP/142. Exclusion of Press and Public

To resolve 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: **Staffing matters.**

FGP/143. Staffing Matters

Members received a report of the Clerk regarding the Clerical and Communications Assistant Job role, a copy of which appears as Appendix F in the Confidential Minute Book.

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

- 3.1 To consider the report.
- 3.2 To agree to point 2.2 and allow the Clerical and Communications Assistant to increase her hours to 26 per week from the 1st March 2020, details below.

Monday	8.45 – 2.30 (5.75)
Tuesday	8.45 – 2.30 (5.75)
Wednesday	8.45 – 2.30 (5.75)
Thursday	8.45 – 2.30 (5.75)
Friday	8.45 – 11.45 (3.00)

Members **RESOLVED** to defer any other changes until after the Job Evaluation results have been received from South West Councils.

Meeting closed at 7.06pm

Signed.....

Date.....

Chairman of the Council