



WROUGHTON PARISH COUNCIL

08 March 2021

Dear Councillor,

**You are summoned to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE**
to be held on **MONDAY 15 March 2021** at **6:30pm**
This will be a virtual meeting held via the platform Zoom.

For security reasons if you would like to attend the meeting please email clerk@wroughton.gov.uk to request the link which will be distributed prior to the meeting.

Joining instructions and the Council's online meeting policy can be found on the website.

Any public questions, comments or representations must be received by the Clerk no later than
12pm on Monday 15 March 2021

A handwritten signature in black ink, appearing to read 'Emma Freemantle'.

Emma Freemantle
Clerk

AGENDA

1. **Apologies**
To receive any apologies.
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 1st July 2012.
3. **Public Questions**
To receive and respond to any questions, comments or representations from the public.
(Maximum of 10 minutes).
4. **Minutes**
To confirm as a true record the minutes of the Finance and General Purpose Committee meeting held on 16 March 2020.
(Copy attached).
5. **Payment Schedule for March 2020**
To approve the Payment Schedule for March 2021
(Copy to follow).
6. **Income & Expenditure**
To receive the Income & Expenditure Statement for February 2021
(Copy to follow).

7. Bank Reconciliation

To receive the bank statements and reconciliations for February 2021
(Copy to follow).

8. Financial Regulations

To consider the amendment to the financial regulations at point:

4 a. Budgetary Control and Authority to Spend (Page 8)

(copy attached)

9. Grounds Team

To receive an updated report from the Deputy Clerk regarding the purchased equipment for the Grounds Team previously approved at the Community Assets Committee on 02 March 2021.
(Copy to follow).

10. 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: Commercially sensitive.

Reason: **Staffing matters.**

11. Staffing Matters

To receive a report of the Clerk regarding staffing matters.

(Copy attached)

12. Temporary Grounds Team Contract

To receive a verbal update from the Clerk regarding the recruitment of a temporary Grounds Team member.

To consider the job description and pay scale for the post.

(Copy to follow).

Members of Committee

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr C Clark

Cllr H Dosanjh

Cllr D Martyn

Cllr G Overbury

Cllr A Richards

Any queries or concerns should be passed to the Clerk before 12pm on Monday 18 January 2021 via email to Clerk@wroughton.gov.uk or call 01793 814735.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment,

pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.