



## WROUGHTON PARISH COUNCIL

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

Minutes of the meeting held on Monday 15 March 2021 at 6.30pm  
Virtual Zoom Meeting.

- Present** Cllr L Campisano  
Cllr C Clark  
Cllr J Hewer (Chair)  
Cllr D Martyn  
Cllr G Overbury  
Cllr A Richards
- Clerk** Emma Freemantle
- FGP/158** **Apologies**  
No apologies were received.
- FGP/159** **Declarations of Interest & Applications for Dispensation**  
There were no declarations of interest or applications for dispensations.
- FGP/160** **Public Questions**  
There were no members of the public present.
- FGP/161** **Minutes**  
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on Monday 16 March 2020.
- FGP/162** **Payment Schedule for March 2021**  
Members **RESOLVED** to agree the Payment Schedule for March 2021, a copy of which appears as Appendix A in the Minute Book.
- FGP/163** **Income & Expenditure**  
Members **NOTED** the Income & Expenditure Statement for February 2021, a copy of which appears as Appendix B in the Minute Book.
- FGP/164** **Bank Reconciliation**  
Members **NOTED** the bank statements and reconciliations for February 2021, a copy of which appear as Appendix C in the Minute Book
- FGP/165** **Financial Regulations**  
Members **RESOLVED** to agree that the amendment to the financial regulations at point 4a, a copy of which appears as Appendix D in the Minute Book.

**4 a. Budgetary Control and Authority to Spend (Page 8)** Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £10,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1,000 - £50.
- The Clerk, for delivery of services, up to a maximum of £50.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and wherever necessary also by the appropriate Chair.

**FGP/166**

**Grounds Team**

Members **NOTED** an updated report of the Deputy Clerk regarding the purchased equipment for the Grounds Team previously approved at the Community Assets Committee on 02 March 2021.

A copy of the amended report appears as Appendix E in the Minute Book.

**FGP/167**

**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.**

**FGP/168**

**Staffing Matters**

Members **NOTED** a report of the Clerk regarding staffing matters, a copy of which appears as Appendix F in the Confidential Minute Book.

Members **RESOLVED** to agree with the recommendations within the report.

**FGP/169**

**Temporary Grounds Team Contract**

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

Members considered the job description and pay scale for the post listed a copy of which appears as Appendix G in the Minute Book.

Members **RESOLVED** to agree with the recommendations within the contents of the report.

Meeting closed at 7.01pm

Signed.....

Date.....

Chairman of the Council