



## WROUGHTON PARISH COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 21 June 2021 at 6.30pm  
at Legge House Conference Centre, Church Hill

- Present** Cllr L Campisano  
Cllr C Clark  
Cllr J Hewer (Chair)  
Cllr G Overbury  
Cllr A Richards
- Clerk** Emma Freemantle
- FGP/001** **Apologies**  
Apologies were received from Cllr D Martyn and Cllr J King.
- FGP/002** **Declarations of Interest & Applications for Dispensation**  
There were no declarations of interest or applications for dispensations.
- FGP/003** **Public Questions**  
There were no members of the public present.
- FGP/004** **Minutes**  
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on 15 March 2021.
- FGP/005** **Payment Schedule**  
Members **RESOLVED** to agree the Payment Schedule for June 2021, a copy of which appears as Appendix A in the Minute Book.
- FGP/006** **Income & Expenditure**  
Members **NOTED** the Income & Expenditure Statement as at the end of May 2021, a copy of which appears as Appendix B in the Minute Book.
- FGP/007** **Bank Reconciliation**  
Members **NOTED** the bank statements and reconciliations for May 2021, a copy of which appear as Appendix C in the Minute Book.
- FGP/008** **Internal Audit**  
Members **NOTED** the report of the internal auditor for the period of January 2021 to March 2021, a copy of which can be found as Appendix D in the Minute Book.
- FGP/009** **Public Toilets – National Non Domestic Rates (NNDR)**  
Members **NOTED** the refund from Swindon Borough Council for the NNDR payable of £2,082.40 for the Wharf Road public toilets.

**FGP/010**

**Review of Funds**

Members received a report of the Clerk regarding the parish councils earmarked funds, a copy of which can be found as Appendix E in the Minute Book.

All present agreed to attend a project priorities meeting on Monday 26 July at 7.00pm to assist with budget setting for 2022/2023.

Members **RESOLVED** to approve the restoration of the telephone box at Dunbar Road using General Reserves from 2021/2022.

The Clerk confirmed that an accurate quote for the restoration will be provided at the next appropriate meeting.

*Cllr D Martyn entered the meeting.*

**FGP/011**

**Digital Recorder**

All present considered the purchase of Zoom digital recorder, a copy of the item appears as Appendix F in the Minute Book.

Members deferred this item until further research is available for other products.

Cllr C Clark recommended that all the office staff attend the media training to help assist with promoting the parish council's activities.

**FGP/012**

**Carnival Grant**

Members **RESOLVED** to agree that the Carnival Committee be awarded up to £2,000 on the provision that public admission to the 2021 Wroughton Carnival event would be free. Budget to be met from the carnival underwriting budget - £2,000 remaining.

**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** the request from the Clerical and Communications Assistant for temporary flexible working, a copy of the request is attached as Appendix F in the confidential Minute Book.

Members **RESOLVED** to agree with the contents of the request ensuring the following conditions are met:

- Public enquires are to be handled in the usual manner
- Staffing of the office remains at an adequate level to operate efficiently
- Annual leave for other staff is considered when working from home
- A review date will be set during the month of March 2022

*Cllr L Campisano left the room at 19.30.*

*Cllr L Campisano entered the room at 19.32.*

Meeting closed at 7.34pm

Signed.....

Date.....

Chairman of the Council