



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 19 June 2023 at 7.00pm
at the Ellendune Community Centre, Barrett Way

Present	Cllr J Hewer (Chair) Cllr L Campisano (Vice Chair) Cllr D Archer Cllr G Overbury Cllr N Hooper Cllr B Keetch Cllr B Streeton Cllr H Woodward Cllr G Cook
Clerk	Emma Freemantle
Public	0
FGP/12	<u>Apologies</u> Apologies were received from Cllr N McMahon and Cllr L Gough.
FGP/13	<u>Declarations of Interest & Applications for Dispensation</u> No declarations of interest & applications for dispensation were received.
FGP/14	<u>Public Questions</u> There were no members of the public in attendance.
FGP/15	<u>Minutes</u> Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 22 May 2023.
FGP/16	<u>Year End Accounts 2022/2023</u> Members DEFERRED the item to receive the year end accounts for 2022/23.
FGP/17	<u>Payment Schedule</u> Members RESOLVED to approve the Payment Schedule for June 2023, a signed copy of which appears as appendix A in the minute book.
FGP/18	<u>Bank Reconciliation</u> Members NOTED the bank statements and reconciliations for May 2023, a signed copy of which appears as appendix B in the minute book.
FGP/19	<u>Income & Expenditure</u> Members NOTED the Income & Expenditure report for May 2023, a copy of which appears as appendix C in the minute book.

- FGP/20** **Time Management System**
 Members **RESOLVED** to approve the cost of purchasing an enhanced digital HR application to monitor staffing hours worked by officers, a copy of the quote is attached as appendix D in the minute book.
- Budget approved: Cost of £24.00 per month Inc. VAT from code General Reserves
- FGP/21** **Summer Newsletter**
 Members **RESOLVED** to approve the printing and delivery costs associated with the parish councils summer newsletter, a copy of which can be found as appendix E in the minute book.
- Budget approved: Combined cost of £1,337 + VAT from code 4165/100 £1,500
- The Clerk confirmed that the newsletter will be distributed early July.
- FGP/22** **Bank Mandate**
 Members signed the parish councils bank mandate in line with the new Finance & General Purposes Committee members and **RESOLVED** to include the new Deputy Clerk as an administrator for the bank accounts.
- FGP/23** **Training Costs**
 Members **RESOLVED** to approve training costs associated with Rialtas Business Solutions and the Society of Local Council Clerks to assist the new Deputy Clerk, a copy of the costs are attached as appendix F in the minute book.
- Budget approved for £480 + VAT from code 4075/100 Training £2,500
- FGP/24** **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/25** **Pay Review**
 Members considered a report of the Clerk a copy of which can be found in the confidential minute book.
- Members **RESOLVED** to agree with the recommendations listed in the confidential minute book.
- FGP/26** **Resignation**
 Members considered a request of the Deputy Clerk a copy of which can be found in the confidential minute book.
- Members **RESOLVED** to agree that any outstanding holiday will be paid with the Deputy Clerks final salary.

Meeting closed at 7:12 pm

Signed.....

Date.....

Chairman of the Council