



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 22 January 2024 at 7.00pm
at the Ellendune Community Centre, Barrett Way

- Present** Cllr J Hewer (Chair)
Cllr L Campisano (Vice Chair)
Cllr G Overbury
Cllr N Hooper
Cllr B Streeton
Cllr B Keetch
Cllr G Cook
- Clerk** Emma Freemantle
- Public** 0
- FGP/95** **Apologies**
Apologies were received from Cllr H Woodward, Cllr L Gough, Cllr N McMahon, Cllr D Archer.
- FGP/96** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/97** **Public Questions**
There were no members of the public in attendance.
- FGP/98** **Minutes**
Members **RESOLVED** to approve the minutes to be a true and accurate record of the F&GP meeting on 18 December 2023. (Clerk to amend attendee list)
- FGP/99** **Payment Schedule**
Members **RESOLVED** to approve the Payment Schedule for January 2024, a signed copy of which appears as Appendix A in the minute book.
- FGP/100** **Bank Reconciliation**
Members **DEFERRED** the bank reconciliations for December 2023.
- FGP/101** **Income & Expenditure**
Members **DEFERRED** the Income and Expenditure Reports for December 2023.
- FGP/102** **Policies**
Members **RESOLVED** to **DEFER** the adoption of a new parish council Safeguarding policy and Disclosure and Barring Service (DBS) pending further information to be sourced from SBC officers and the Clerk and Deputy Clerks, SLCC scheduled training course.
- All **NOTED** that the policy will be reviewed again at the next F&GP or CA Meeting, whichever more suitable considering timescales involved.

FGP/103

Ellendune Hall Trust Grant Application

Members considered a request from the Chair of the EHT in relation to the 2023/2024 grant funds for the Ellendune Community Centre, a copy of the Grant Application is attached as Appendix B in the Minute Book.

Members **RESOLVED** to transfer the additional £5,000 in Grant Funds available using budget code 4800 / 550 and **NOTED** that funds will go towards the additional cleaning and maintenance of the Ellendune Community Centre.

FGP/104

Library Stock Renewal Letter

10.1 Members **NOTED** the Library Stock renewal costs supplied by Swindon Borough Council for 2024/2025 a copy of which can be found as Appendix C in the Minute Book.

10.2 Members **NOTED** that the costs have already been included with the new 2024/2025 budget and the Clerk will now confirm this with SBC by the end of the financial year.

FGP/105

Grounds Team Workshop

11.1 Members **NOTED** an updated list of items purchased for the new Grounds Team Workshop. Copy attached as Appendix D in the Minute Book.

11.2 Members considered a quote for the supply and installation of security fencing at the Grounds Team workshop at the Wroughton Business Park from Kudos Fencing, a copy of the quote is attached as Appendix E in the Minute Book.

11.3 Members **RESOLVED** to agree the cost of £3,086 (inc VAT) for the installation of fencing and gates at the business unit to secure the fuel tank and waste bins. Budget code to be used EMR 355.

FCP/106

External Pay Review

Members **RESOLVED** to agree the quote from LGRC Associates Ltd to carry out the parish councils' external job and pay review for all staff members. A copy of the fees and approach to the review are attached as Appendix F in the Minute Book.

Cost approved £3,500
Job Descriptions: £240
Person Specifications: £240

Above items are Nett of the addition of consultant travel expenses and VAT.
Budget to be used: **General Reserves.**

Members **NOTED** that all staff have had a successful appraisal in the last 6 months however it was agreed that they would not receive their pay scale increment until a full evaluation takes place.

Members previously **RESOLVED** to **AGREE** that staff members would then receive any back dated changes to April 2023 (if changes are required).

The Clerk advised that this has been difficult to budget for without any direction of outcome and that the pay review needs to commence as quickly as possible.

Maunsell Way Pavilion – Swindon Model Railway Club

- 13.1 Members considered legal fees associated with the subletting of the pavilion to a new user group, a copy of the fees is attached as Appendix G in the Minute Book.
- 13.2 Members **RESOLVED** the firm's costs at £1,500.00 + VAT for the underlease with the new user group plus an additional £126.00 + VAT for reviewing the proposed form of Licence once this is received from SBC.
Budget code to be used: **General Reserves**
- 13.3 Members **RESOLVED** to agree the quote for internal doorway / access alterations at the pavilion which will enable isolated access for the sports clubs, a copy of the quote is attached as Appendix H in the Minute Book.
Budget code to be used: **EMR 380.**

All **NOTED** that an additional budget of up to £800 is required for the parish council to provide a new Steel door separately to the quote
AGREED that written confirmation is required from the Model Railway Group to confirm their commitment to the lease before any building alteration work is carried out.

Meeting closed at 7:29pm

Signed.....

Date.....

Chairman of the Council