



WROUGHTON PARISH COUNCIL

13 February 2024

Dear Councillor

Members of the Committee
are **summoned** to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **MONDAY 19 February 2024 at 6.45 pm**
at **the Ellendune Community Centre, Barrett Way, SN4 9LW.**

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

Emma Freemantle
Clerk

AGENDA

1. **Apologies**
To receive 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 24 May 2022.
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 22 January 2024 (Copy attached).
5. **Payment Schedule**
To approve the Payment Schedule for February 2024 (To follow).
6. **Bank Reconciliations**
To receive the bank statements and reconciliations for December 2023 and January 2024
(Copies attached).
7. **Income & Expenditure**
To receive the detailed Income & Expenditure Statement for January 2024 (Copy attached).
8. **Internal Audit Report**
To note the internal auditors report with actions arising (Copy to follow).
9. **CCLA Bank Account**
To consider a report of the Clerk (Copy to follow).

10. Energy Contract

To note the new one year fixed plan for energy costs associated with the grounds team workshop at the Wroughton Business Park (Copy attached).

11. 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**

12. Staffing update

To receive a verbal update from the Clerk regarding various staff items.

Members of Committee

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr D Archer

Cllr L Gough

Cllr B Keetch

Cllr G Overbury

Cllr N Hooper

Cllr B Streeton

Cllr N McMahon

Cllr H Woodward

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.