



## **WROUGHTON PARISH COUNCIL**

12 March 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 18 March 2024 at 6.45 pm**  
at **the Ellendune Community Centre, Barrett Way, SN4 9LW.**

A handwritten signature in black 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 19 February 2024 (Copy attached).
5. **Payment Schedule**  
To approve the Payment Schedule for March 2024 of which now includes a list of transactions approved for the Ellendune Community Center (To follow).
6. **Bank Reconciliations**  
To receive the bank statements and reconciliations for January and February 2024. (Copies attached).
7. **Income & Expenditure**  
To receive the detailed Income & Expenditure Statement for February 2024 (Copy attached).
8. **Wharf Road Public Toilets**
  - 8.1 To note as per min ref CA/33 the public toilets on Wharf Road will close as of 01 April 2024 and the building will be handed back to Swindon Borough Council.
  - 8.2 To agree to move the spending of the allocated budget for the cleaning of the public toilets over to the daily cleaning of the toilets at the Ellendune Community Centre.  
Budget code 4480/300

- 8.3 To note that this request is being discussed by the current Ellendune Hall Trustees on 21 March 2024.

**9. Training Costs**

- 9.1 To approve the cost of £615 for all members of staff to take part in Mental Health First Aid Training. Cost covers 13 members of staff for ½ day training and 3 members of staff for Level 1 qualification (copy attached)
- 9.2 To approve the cost of £1,340 + VAT for ROSPA play inspection courses for 4 x Grounds Team members of staff (copy attached)

Budget code: 4075/100 £2,110 available.

**10. Sponsorship Opportunity**

To consider a request from the Swindon Lions Club to sponsor the Polog Ground Firework display this year (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 Pay Review**

- 12.1 To consider a report from LGRC Associates Ltd and collate any questions to be sent back to the parish councils' consultant, in time for the next additional Finance and General Purposes Committee meeting (Copy attached)

- 12.2 To note the additional F&GP meeting is scheduled for Monday 25 March 2024 at 7.30pm.

**13. Staff Vacancy**

To review the attached job vacancy with amended job description and agree on timescales for recruitment (Copy to follow).

**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.