

WROUGHTON PARISH COUNCIL



19 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 25 March 2024 at 7.30pm**
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 18 March 2024 (Copy attached).
5. **Healthy Start Vitamins**
To consider a report of the Deputy Clerk regarding a request from Swindon Borough Council to distribute Health Start Vitamins (copy attached).
6. **Payment Schedule**
To approve the payment schedule for March 2024 (copy to follow).
7. **Bank Reconciliations**
To receive the bank reconciliations for February 2024 (copy to follow).
8. **Income and Expenditure**
To receive the income and expenditure report as at the end of February 2024 (Copy to follow).
9. **Vehicle Insurance**
To approve the parish council's vehicle fleet insurance at £8,692.95 (Copy attached).
10. **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**

11. Staffing Pay Review

- 10.1 To receive a verbal update from Louise Harrison, Member of the LGRC.
- 10.2 To consider the report and recommendations regarding staff job roles and associated pay reviews (Copy attached).

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.