



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 18 March 2024 at 6.45pm
at the Ellendune Community Centre, Barrett Way

Present	Cllr J Hewer (Chair) Cllr L Campisano (Vice Chair) Cllr G Overbury Cllr N Hooper Cllr D Archer Cllr L Gough Cllr H Woodward Cllr G Cook Cllr B Streeton
Clerk	Emma Freemantle
Public	0
FGP/120	<u>Apologies</u> Apologies were received from Cllr B Keetch.
FGP/121	<u>Declarations of Interest & Applications for Dispensation</u> No declarations of interest & applications for dispensation were received.
FGP/122	<u>Public Questions</u> There were no members of the public in attendance.
FGP/123	<u>Minutes</u> Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 19 February 2024.
FGP/124	<u>Payment Schedule</u> Members RESOLVED to approve the Payment Schedule for February 2024, a signed copy of which appears as Appendix A in the minute book. Members NOTED that an additional payment schedule will be presented for approval at the next F&GP meeting on 25 March 2024.
FGP/125	<u>Bank Reconciliation</u> Members DEFERRED the bank reconciliations for February 2024 until the next meeting on 25 March 2024.
FGP/126	<u>Income & Expenditure</u> Members DEFERRED the Income and Expenditure Reports for February 2024 until the next meeting on 25 March 2024.
FGP/127	<u>Wharf Road Public Toilets</u> 8.1 NOTED 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 **RESOLVED** 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 **NOTED** that this request is being discussed by the current Ellendune Hall Trustees on 21 March 2024.

Cllr D Archer confirmed that the Community Assets Committee had discussed the closure of public toilets at length and that there will significant savings moving forward with maintenance, utilities and insurance costs.

The Clerk advised that once the Ellendune Hall Trustees have discussed the cleaning of the Ellendune toilets listed at 8.2, the parish council will then be able to contact its contract cleaners and arrange for keys to be handed over etc.

Action: Clerk to contact SBC and advise that the directional road sign for the public toilets will be removed.

FGP/128

Training Costs

9.1 **RESOLVED to** approve the cost of £615 for all members of staff to take part in Mental Health First Aid Training. The cost covers 13 members of staff for ½ day training and 3 members of staff for Level 1 qualification, a copy of the information is attached as Appendix A in the Minute Book.

9.2 **RESOLVED** to approve the cost of £1,340 + VAT for ROSPA play inspection courses for 4 x Grounds Team members of staff, a copy of which appears as Appendix B in the Minute Book.

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

FGP/129

Sponsorship Opportunity

Members considered a request from the Swindon Lions Club to sponsor the Polo Ground Firework display this year, a copy can be found as Appendix C in the Minute Book.

Members declined to support the sponsorship opportunity however agreed to direct the club towards South Swindon Parish Council for further support opportunity.

FGP/130

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**

Chair suspended standing orders and moved agenda item 13 forward.

FGP/131

Staff Vacancy

Members reviewed the job advert and amended job description for the recruitment of a new Grounds Team member, a copy of which can be found in the Confidential Minute Book.

Action: Clerk to amend Point 9 to reflect "Assist with the allotment maintenance" and amend point 13 to add "No ladder work, head height only".

Members **RESOLVED** to agree that the advert will go live within the last week of March 2024 and the deadline for applications will be Friday 26th April 2024.

FGP/131

Staffing Pay Review

12.1 Members **NOTED** a report from LGRC Associates Ltd, a copy of which can be found in the Confidential Minute Book.

Action: Members to raise any questions in advance where possible directly to the Chair or Clerk before the next Finance and General Purposes Meeting on Monday 25th March 2024.

12.2 Members **NOTED** that the report will be reviewed again at the next meeting with Louise Harrison present.

Meeting closed at 7:26pm

Signed.....

Date.....

Chairman of the Council