

WROUGHTON PARISH COUNCIL



14 May 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 20 May 2024 at 6.30pm**
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 2023.
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 15 April 2024 (Copy attached).
5. **Payment Schedule**
To approve the payment schedule for May 2024 (copy to follow).
6. **Bank Reconciliations**
To receive the bank reconciliations for April 2024 (copy to follow).
7. **Income and Expenditure**
To receive the income and expenditure report as at the end of April 2024 (Copy to follow).
8. **Notice Board for Middle and West Wichelstowe**
To consider quotes for the purchase and installation of new notice boards with the Middle of West Wichelstowe area. (copy attached)
9. **Parish Council Road Sweeper Purchase and Insurance**
To receive a verbal update from the clerk regarding changes to the recent model of road sweeper and additional insurance costs.

10. Library Opening Hours & Lone Working Policy

To receive a report from the Deputy Clerk regarding:

- 10.1 Library staffing levels
- 10.2 Library Opening hours
- 10.3 Parish Council Lone Working Policy draft changes
(Copy to follow)

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 and Contractually Sensitive**

12. Library Staffing Update

To note the updated staff job description and approve the recruitment pack for the new Library Supervisor role (To follow).

13. St Andrews Close Workshop / Garage

To receive a verbal update from the Clerk regarding a draft Heads of Term for the proposed lease with Swindon Borough Council (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 E Shaw
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.