

WROUGHTON PARISH COUNCIL



11 June 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 17 June at 6.45pm**
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 20 May 2024 (Copy attached).
5. **Payment Schedule**
To approve the payment schedule for June 2024 (copy to follow).
6. **Bank Reconciliations**
To receive the bank reconciliations for April and May 2024 (copy to follow).
7. **Income & Expenditure with Balance Sheet**
 - 7.1 To receive the income and expenditure report as at the end of May 2024 (Copy to follow).
 - 7.2 To note the Balance Sheet as at the end of May 2024 (Copy to follow).
8. **Internal Auditor Report**
To receive and list action points for internal auditors report (Copy attached)
9. **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**

10. Staffing Update

- 11.1 To note the updated staff job description and approve the recruitment pack for the new Library Supervisor role (copy attached)
- 11.2 To receive an update from the Clerk regarding the Grounds Team interviews on 13th June 2024.

11. Occupational Health

To consider a report regarding costs associated with staff Occupational Health appointments (copy attached).

12. St Andrews Close Workshop / Garage

To receive a verbal update from the Clerk regarding ongoing communication with SBC to secure a long-term lease for the garage at St Andrews.

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 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.