



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 20th May 2024 at 6.30pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

Present	Cllr J Hewer (Chair) Cllr L Campisano (Vice Chair) Cllr D Archer Cllr L Gough Cllr N Hooper Cllr B Keetch Cllr N McMahon Cllr G Overbury Cllr H Woodward
Clerk	Cathy Martyn (Deputy Clerk)
Public	0
FGP/1	<u>Apologies</u> Apologies were received from Cllr B Streeton.
FGP/2	<u>Declarations of Interest & Applications for Dispensation</u> No declarations of interest & applications for dispensation were received.
FGP/3	<u>Public Questions</u> There were no members of the public in attendance.
FGP/4	<u>Minutes</u> Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 15 th April 2024, a copy of which is attached. Members NOTED that Cllr B Keetch was present at the previous meeting.
FGP/5	<u>Payment Schedule</u> Members RESOLVED to defer approval of the Payment Schedule for May 2024 until June's Committee meeting.
FGP/6	<u>Bank Reconciliation</u> Members RESOLVED to defer approval of the Bank Reconciliation for April 2024 until June's Committee meeting.
FGP/7	<u>Income & Expenditure</u> Members RESOLVED to defer approval of the Income & Expenditure report for April 2024 until June's Committee meeting.
FGP/10	<u>Notice Board for Middle & West Wichel</u> Members RESOLVED to accept the quote from The Acorn Company for the purchase and installation of 1 new noticeboard for the Middle and West Wichel areas, to be double door, take 12 A4 sheets at a cost of £970 plus oak posts, with full colour logo making total cost of £1,440, a copy of the quote appears as Appendix A in the minute book.

Members NOTED that the Clerk would obtain permission from the landowner, prior to purchasing the notice board.

FGP/11

Parish Council Road Sweeper Purchase and Insurance

Members NOTED that due to maintenance issues with the original road sweeper which had been delivered, Karcher had issued the Parish Council with a newer model which had an increased value of £85,000 retail. Insurers had required an increase in premium and a tracker to be fitted.

Members **RESOLVED** to retrospectively approve the increase in insurance premium at £3,597.93 pro-rata'd, including IPT, together with the cost of fitting an S5 Thatcham approved tracker at a cost of £379.00.

Members NOTED that there would be a monthly fee for the tracker.

Members **RESOLVED** that the Clerk obtain an alternative quote from WPC's other insurance broker other broker at renewal, so all insurances would be with the same broker/ insurer, to try to get a cheaper quote for the vehicle fleet policy.

FGP/12

Library Opening Hours and Lone Working Policy

Members NOTED the report from the Deputy Clerk regarding library staffing levels, library opening hours, and the draft changes proposed to be made to the Lone Working Policy. A copy of the report appears as Appendix B in the Minute Book.

Members **RESOLVED** as follows:

1. The Clerk & Deputy Clerk obtain estimates to reconfigure the office entrance/ exit to include a lockable door (eg: stable door with a counter top attached to the lower half, where both halves can be locked independently and bolted together) so that office staff are safe in the event of an emergency, and the office can be left secure when staff lock up for the night.
2. That the library is always staffed with 2 members of staff by employing additional zero hours contractors in the short term only.
3. To employ a 3rd permanent member of library staff to cover Tuesdays, Fridays and every Saturday morning.
4. To use the 3rd member of library staff to cover annual leave and sickness of library staff wherever possible, to avoid using the WPC officers.
5. To note the separate agenda item regarding the library supervisor role.
6. To arrange first aid training for any staff who have not received it, and refresher training for anyone who needs it.
7. To review whether there are any other relevant training needs.
8. To review the Lone Working Policy.

Members **RESOLVED** that the Clerk should arrange for Andy Rhodes, WPC's Health & Safety Advisor, to come to speak to the Committee regarding their responsibilities.

FGP/13

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**

FGP/14

Library Staffing Update

Members **RESOLVED** to agree the Clerk could recruit additional zero hours library staff to try to ensure that there would be no lone working in the Library.

Members also **RESOLVED** to delegate to the Clerk, in consultation with the Chair, the authority to put together a pack for the recruitment of the Library Manager and to proceed with the advertisement as required.

FGP/15

St Andrews Close Workshop/ Garage

Members NOTED the current position and the first draft Heads of Terms received.

Members **RESOLVED** the Clerk could continue to negotiate on behalf of the Parish Council for better terms, and also to ask SBC whether any capital money was available for repairs.

Meeting closed at 7.26pm

Signed.....

Date.....

Chairman of the Council