



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 17th June 2024 at 6.45pm
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 B Keetch Cllr G Overbury Cllr H Woodward
Clerk	Emma Freemantle
Public	0
FGP/16	<u>Apologies</u> No apologies received.
FGP/17	<u>Declarations of Interest & Applications for Dispensation</u> No declarations of interest & applications for dispensation were received.
FGP/18	<u>Public Questions</u> There were no members of the public in attendance.
FGP/19	<u>Minutes</u> Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 20 May 2024.
FGP/20	<u>Payment Schedule</u> Members RESOLVED to approve the Payment Schedule for June 2024 a copy of which is attached as Appendix A in the Minute Book.
FGP/21	<u>Bank Reconciliation</u> Members NOTED the Bank Reconciliation for May 2024 a copy of which is attached as Appendix B in the Minute Book.
FGP/22	<u>Income & Expenditure with Balance Sheet</u> Members NOTED the Income & Expenditure report as of 31 May 2024, a copy of which can be found as Appendix C in the Minute Book. Members NOTED that the Misc income under central services relates to the return of funds from the Library under the previous organisation the Wroughton Community Asset Trust as unspent grant funding previously awarded by the parish council. Members RESOLVED to transfer £2,056 to the Library income cost centre code and leave the remaining balance of £10,000 in the parish councils general reserves fund. Members NOTED the Balance Sheet as at the end of May 2024 a copy of which can be found as Appendix D in the Minute Book.

- FGP/23** **Internal Auditor Report**
 Members received a list of action points from the internal auditor, a copy of which can be found as Appendix E in the Minute Book.
- Members **RESOLVED** to defer the actions and minutes for the report until the committee have time to meet and discuss in isolation to other matters.
- Action:** Clerk to arrange a meeting date for F&GP members before the next meeting in July.
- FGP/24** **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**
- FGP/25** **Staffing Update**
 Members **RESOLVED** to agree the content of the updated staff job description and approve the recruitment pack for the new Library Supervisor role. Copies can be found in the Confidential Minute Book.
 All agreed that Cllr H Woodward and the Clerk would carry out interviews when necessary.
- FGP/26** **Occupational Health**
 Members considered a report regarding costs associated with staff Occupational Health appointments a copy of which is in the Confidential Minute Book.
- Members **RESOLVED** to agree with the provider Safewell costing £648 + VAT for Grounds Team Occupational health checks. Budget to be used 4170/100 Professional Fees: £3,000 available.
- FGP/27** **St Andrews Close Workshop/ Garage**
 Members received a verbal update from the Clerk regarding ongoing communication with SBC to secure a long-term lease for the garage at St Andrews.
- Action:** Clerk to obtain quotes for the restoration of the garage by external contractors and reconnection to utilities.
- Action:** Clerk to liaise with SBCs property department regarding legal fees and representation.

Meeting closed at 7.27pm

Signed.....

Date.....
 Chairman of the Council