

WROUGHTON PARISH COUNCIL



16 July 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 22 July 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 17 June 2024 (Copy attached).
5. **Payment Schedule**
To approve the payment schedule for July 2024 (copy to follow).
6. **Bank Reconciliations**
To receive the bank reconciliations for June 2024 (copy to follow).
7. **Income & Expenditure with Balance Sheet**
 - 7.1 To receive the income and expenditure report as at the end of June 2024 (Copy to follow).
 - 7.2 To note the Balance Sheet as at the end of June 2024 (Copy to follow).
8. **Wroughton Library 50th Anniversary**
To approve a budget of up to £150 for catering supplies for the Library's 50th anniversary celebration on Thursday 28th November 2024.
Budget Available: General Reserves.
9. **Internal Auditor Report**
To receive and agree the list of action points for the internal auditor's report following a meeting of the committee on 16 July 2024 (Copy to follow).

10. 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**

11. Staffing Update

11.1 To consider a report of the Clerk regarding additional finance and admin support for the parish council office (to follow).

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.