



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 22 July 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 B Keetch
Cllr G Overbury
Cllr N McMahon
- Clerk** Emma Freemantle
- Public** 0
- FGP/28** **Apologies**
Apologies received from Cllr L Gough and Cllr H Woodward.
- FGP/29** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/30** **Public Questions**
There were no members of the public in attendance.
- FGP/31** **Minutes**
Members **RESOLVED** to approve the minutes to be a true and accurate record of the F&GP meeting on 16 June 2024.
- FGP/32** **Payment Schedule**
Members **RESOLVED** to approve the Payment Schedule for July 2024 a copy of which is attached as Appendix A in the Minute Book.
- FGP/33** **Bank Reconciliation**
Members **NOTED** the Bank Reconciliation for July 2024 a copy of which is attached as Appendix B in the Minute Book.
- FGP/34** **Income & Expenditure with Balance Sheet**
7.1 Members **NOTED** the income and expenditure report as at the end of June 2024.
7.2 Members **NOTED** the Balance Sheet as at the end of June 2024.
Copies of both documents are attached as Appendix C in the Minute Book.
- FGP/35** **Wroughton Library 50th Anniversary**
Members **RESOLVED** to approve a budget of up to £150 for catering supplies for the Library's 50th anniversary celebration on Thursday 28th November 2024.
Agreed Budget: General Reserves.
- FGP/36** **Internal Auditor Report**
Members received the list of action points for the internal auditor's report following a meeting of the committee on 16 July 2024, a copy of the list is attached as Appendix D.

Members **RESOLVED** to agree to adopt all of the actions listed within Appendix D.

FGP/37

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/38

Staffing Update

Members considered a report of the Clerk regarding additional finance and admin support for the parish council office, a copy of the report is held within the Confidential Minute Book.

Members **RESOLVED** to agree with the recommendations in the report and continue to recruit for a part time finance assistant vacancy.

Meeting closed at 7.27pm

Signed.....

Date.....

Chairman of the Council