

WROUGHTON PARISH COUNCIL



17 September 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 23 September 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 22 July 2024 (Copy attached).
5. **Payment Schedule**
 - 5.1 To approve the payment schedule for August 2024 (copy attached).
 - 5.2 To approve the payment schedule for September 2024 (Copy to follow).
6. **Ellendune Community Centre Payment Schedule**
To retrospectively note the payment schedule for September 2024 (Copy to follow)
7. **Bank Reconciliations**
 - 7.1 To receive the bank reconciliations for July 2024 (copy attached).
 - 7.2 To receive the bank reconciliations for August 2024 (Copy to follow)
8. **Income & Expenditure with Balance Sheet**
 - 8.1 To receive the income and expenditure report as at the end of August (Copy to follow).
 - 8.2 To note the Balance Sheet as at the end of August 2024 (Copy to follow).
9. **Internal Auditor Quote**
To consider and agree a quote from Auditing Solutions Ltd for the parish councils internal audit services.
Cost £1,020 + VAT: Budget to be used 4175/100

10. Photocopier Lease

To consider a quote from Advanced Imaging Systems (AIS) for the new photocopier lease (Copy to follow).

Budget Available: Photocopier Lease 4105/100 £1,080.

11. Parish Council Insurance Cover

To note the comments from the parish council's insurance broker and note the amendments within the policy review for the period 01/10/2024 to 30/09/2025 (Copy to follow).

Budget Available: 4180/100 £19,000.

12. IT Support

To consider the attached quote from SP Computers for annual IT hardware support for the parish office, library and Ellendune Community Centre.

Cost £349 + VAT per month: Budget to be used: 4150/100 Systems Support – General Reserves.

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.