



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 23 September 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 N McMahon
Cllr H Woodward
- Clerk** Emma Freemantle
- Public** 0
- FGP/39** **Apologies**
Apologies received from Cllr L Gough and Cllr G Overbury.
- FGP/40** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/41** **Public Questions**
There were no members of the public in attendance.
- FGP/42** **Minutes**
Members **RESOLVED** to approve the minutes to be a true and accurate record of the F&GP meeting on 22 July 2024. *Note there were no meetings in August.*
- FGP/43** **Payment Schedule**
Members **RESOLVED** to approve the payment schedule for August and September 2024, copy attached as Appendix A and B in the Minute Book.
- FGP/44** **Ellendune Community Centre Payment Schedule**
Members retrospectively **NOTED** and approved the payment schedule for September 2024, a copy is attached as Appendix C in the Minute Book.
- FGP/45** **Bank Reconciliations**
Members received and **NOTED** the bank reconciliations for July and August 2024, a copy of which is attached as Appendix D in the Minute Book.
- FGP/46** **Income & Expenditure with Balance Sheet**
Members receive and **NOTED** the Income and Expenditure report and Balance Sheet as at the end of August a copy of which appears as Appendix E in the Minute Book.
- FGP/47** **Internal Auditor Quote**
Members **RESOLVED** to agree a quote from Auditing Solutions Ltd for the parish councils internal audit services. **Cost £1,020 + VAT: Budget to be used 4175/100. A copy of the quote and workings can be found as Appendix F in the Minute Book.**

Action: Clerk to instruct Auditing Solutions to visit before the end of the calendar year.

Clerk confirmed that the previous auditors' points raised will still be actioned as per the previous meetings resolution.

FGP/48

Photocopier Lease

Members considered a quote from Advanced Imaging Systems (AIS) for the new photocopier lease, a copy of the lease is attached as Appendix G in the Minute book.

RESOLVED: Members agreed to purchase the new photocopier using **Budget Available: Photocopier Lease 4105/100 £1,080.**

The Clerk confirmed that the closing balance of the contract due to Shire Leasing of £273.19+VAT will be covered by AIS and cleared before the new contract begins.

FGP/49

Parish Council Insurance Cover

Members **NOTED** the documents received in relation to the parish council's insurance amendments. The new renewal document and premium covers the period of 01/10/2024 to 30/09/2024, a copy of the papers is attached as Appendix H in the Minute Book.

The Clerk advised that the meeting the with the Insurance Broker went well and adjustment have been made in line with the parish councils asset register however there are new considerations to be made in line with the parish council acting as sole trustee to the Ellendune Community Centre. **Budget Available: 4180/100 £19,000.**

Clerk to action:

- Revisit Cyber Insurance levels but remain included with policy
- Include new Aeroplane seat in WBG
- Increase IT cover
- Check over works for St Andrews Garage
- Increase confirmed for Weir Field play area

FGP/50

IT Support

Members considered the attached quote from SP Computers for annual IT hardware support for the parish office, library and Ellendune Community Centre, copy of the support detail is attached as Appendix I in the Minute Book.

Members discussed the cost for monthly support and felt the costs were high considering the current level of usage by officers. It was agreed that the IT support is essential but moving forward this should be used on a ad hoc basis. Officers can use SP Computers to assist with maintenance however as the parish council is already signed up to Microshade it was felt unnecessary to pay for both.

The Clerk advised that hardware issues are managed separately to Microshade (who look after the cloud-based software) and that the parish council's IT equipment will also need to be replaced in the next 2 – 3 years.

Members **RESOLVED** to **DEFER** making a decision regarding the monthly support offer until the Clerk negotiates different levels of support potentially on offer, i.e. cheaper options.

Meeting closed at 7.27pm

Signed.....

Date.....
Chairman of the Council