

WROUGHTON PARISH COUNCIL



15 October 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 21 October 2024 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 23 Sep 2024 (Copy attached).
5. **Payment Schedule**
 - 5.1 To approve the payment schedule for October 2024 (copy attached).
 - 5.2 To note that salary information will follow.
6. **Ellendune Community Centre Payment Schedule**
To retrospectively note the payment schedule for October 2024 (copy attached).
7. **Bank Reconciliations**
 - 7.1 To receive the bank reconciliations for September 2024 (copy attached).
8. **Income & Expenditure with Balance Sheet**
 - 8.1 To receive the income and expenditure report as at the end of September 2024 (Copy attached).
 - 8.2 To note the Balance Sheet as at the end of August 2024 (Copy attached).
9. **VAT**
To note that the VAT returns for the 1st and 2nd Quarter of 2024/2025 have been submitted.

10. Receipts from SBC

- 10.1 To note that £347,384.50 has been received from SBC in September 2024 - this is the second half of the precept due.
- 10.2 To note that the full amount of £9,760.00 has now been received in relation to the Council Tax Support Grant.
- 10.3 To note the receipt of £80,864.73 in Solar Farms funds has now been received.
- 10.4 To note that the receipt of £97,440.27 and £42,513.40 in CIL Funds has now been received. The Clerk has requested confirmation from SBC on which development both funds are in relation too.

11. Parish Office Alterations

To consider a quote from Simon Bush General Property Maintenance for the parish office alterations to help assist with a more efficient office layout and provide a safer work environment for staff. (Copy attached).

- 11.1 To create opening between centre office and parish office and supply then fit new fire door and surround.
- 11.2 To create opening in entrance through to office and supply then fit sliding glass window and make good.
- 11.3 To remove front desk and make good.

Total cost for works = £2,365.

12. Church Clock Maintenance

To consider a quotation from Oakridge Construction for the repair and paintwork to the church clock tower at the Church Hall, works are required on the South Side of the clock Turret. (Copy to Follow)

13. Tree Survey Report

To consider a quotation from Bawden Tree Care for the next tree survey required at a cost of £1,260.18+VAT (Copy attached)

14. St Andrews Depot

- 14.1 To note that Bevirs estimate their total costs for drafting the lease with the Model Railway Club will be £2,500 +VAT, but Bevirs have offered to invoice these at a total of £2,000 representing a reduction of £500.
- 14.2 To approve an increase in Bevirs' costs from £1,500 +VAT to £2,000 +VAT (excluding the costs of preparing the license for alterations/ conditional agreement for a lease (whichever is appropriate) which Bevirs have estimated at £300 +VAT and which the Community Assets & Open Spaces Committee has already formally resolved the Model Railway Club must reimburse).

15. 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**

16. Staffing Update

To consider a request from the Grounds Team Manager and receive a verbal update from the Clerk.

Members of Committee

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr D Archer

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.