



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 21 October 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 N McMahon
Cllr G Overbury
Cllr H Woodward
- Clerk** Emma Freemantle
- Public** 0
- FGP/51** **Apologies**
Apologies received from Cllr B Keetch
- FGP/52** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/53** **Public Questions**
There were no members of the public in attendance.
- FGP/54** **Minutes**
Members **RESOLVED** to approve the minutes to be a true and accurate record of the F&GP meeting on 23 September 2024.
- FGP/55** **Payment Schedule**
Members deferred the approval of the payment schedule for October 2024.
Deferred for retrospective approvals.
Members **NOTED** that the salary information will follow.
- FGP/56** **Ellendune Community Centre Payment Schedule**
Members retrospectively **NOTED** the payment schedule for October 2024, a copy of which appears as Appendix B in the minute book.
- FGP/57** **Bank Reconciliations**
Members received the bank reconciliations for September 2024, a copy of which is attached as Appendix C in the Minute Book.
- FGP/58** **Income & Expenditure with Balance Sheet**
Members received the income and expenditure report and balance sheet as at the end of September 2024, a copy of which is attached as Appendix D in the Minute Book.
- NOTED:** Misc. income – this balance is a result of the funds returned from WoLF which was unspent WPC grant funding.

- FGP/59** **VAT**
Members NOTED that the VAT returns for the 1st and 2nd Quarter of 2024/2025 have been submitted.
- FGP/60** **Receipts from SBC**
NOTED: £347,384.50 has been received from SBC in September 2024 - this is the second half of the precept due.
NOTED: Amount of £9,760.00 has now been received in relation to the Council Tax Support Grant.
NOTED: The receipt of £80,864.73 in Solar Farms funds has now been received.
NOTED: 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.
- Clerk advised that a meeting will be scheduled before budget setting to discuss the possible use of CIL and S106 funds.
- FGP/61** **Parish Office Alterations**
Members considered 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. A copy of the quote is attached as Appendix E in the Minute Book.
- Members **AGREED** with the need of the suggested alterations however have requested that:
- A floor plan of what the finished design will look like.
 - One quote that includes all alterations which will cover the parish office and Ellendune office.
 - That works are completed in one stage rather than two, meaning disruption will be kept to a minimum and all office build works go ahead in the new year.
- FGP/62** **Church Clock Maintenance**
Members 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. A copy of the quote is attached as Appendix F in the Minute Book.
- Members agreed to defer the quote as the mentioned costs are too high and further quotes should be sourced for the work.
- Action:** Clerk to gain further quotes for repair works of church tower.
- FGP/63** **Tree Survey Report**
Members **RESOLVED** to agree the quotation from Bawden Tree Care, a copy of which is attached as Appendix G in the Minute Book. The cost agreed for the survey for 2025 is £1,260.18+VAT.
- FGP/64** **Maunsell Way Pavilion / Railway Club**
Members **NOTED** and accepted 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.
- Members **APPROVED** 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). Bevirs have estimated this to cost a total of £300 +VAT and which the Community Assets & Open Spaces Committee have previously resolved to agree that the Model Railway Club must reimburse.
- Members **RESOLVED** to agree that WPC would request that the Model Railway Club agree and pay the additional funds in advance.

FGP/65

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**

FGP/66

Staffing Update

Members considered a request from the Grounds Team Manager to reduce his working hours next year, a copy of the request is attached in the Confidential Minute Book.

Members **RESOLVED** to agree with the request and changes to be implemented from April 2025.

Members also agreed to recruit for an additional full time member of the Grounds Team in the new financial year, this post will cover the hours now vacant from the Seasonal role and reduction in Grounds Team Manager.

Meeting closed at 7.27pm

Signed.....

Date.....

Chairman of the Council