



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 18 November 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 H Woodward
Clerk	Emma Freemantle
Public	0
FGP/67	<u>Apologies</u> Apologies received from Cllr G Overbury.
FGP/68	<u>Declarations of Interest & Applications for Dispensation</u> No declarations of interest & applications for dispensation were received.
FGP/69	<u>Public Questions</u> There were no members of the public in attendance.
FGP/70	<u>Minutes</u> Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 21 October 2024.
FGP/71	<u>Payment Schedule</u> Members RESOLVED to approve the payment schedule for October 2024, copy attached as Appendix A. Members RESOLVED to approve the payment schedule for November 2024, copy attached as Appendix B. NOTED, Salary information is to follow via email once all staff appraisals are complete.
FGP/72	<u>Ellendune Community Centre Payment Schedule</u> Members DEFERRED approving the payment schedule as the centre manager is currently off sick. This will now need to follow however members RESOLVED to agree that the Clerk pay any urgent invoices if required.
FGP/73	<u>Bank Reconciliations</u> Members DEFERRED the noting of the bank reconciliations for October 2024, the Clerk will circulate them via email once complete.
FGP/74	<u>Income & Expenditure with Balance Sheet</u> Members DEFERRED the noting of the Income and Expenditure Report and bank reconciliations for October 2024, the Clerk will circulate them via email once complete.

FGP/75

Advertising Flag

Members RESOLVED to agree the purchase of a new feather flag from abc signs, a quote from abc signs is attached as Appendix B in the Minute Book. The flag will be used to advertise the Community Library on a weekly basis and also help promote larger public events, agreed cost £160 No VAT.

Copy attached as Appendix C in the Minute Book.

Budget Available: Library Office General & Consumables 4132/700 **£300 AGREED**

FGP/76

Football Pitch Maintenance

Members RESOLVED to agree the retrospectives approval of the additional grass cutting of the Weir Field and Maunsell Way football pitches.

Maximum cost approved by the Committee is £328.33, a copy of the correspondence is attached as Appendix D in the Minute Book.

Budget Available: Grounds Contract 4300/150 **General Reserves**

FGP/77

Finance Working Party

Members RESOLVED to agree that the finance working party will be held on 11 December 2024 at 7pm.

Action: Clerk to prepare budget in time before the working party.

Action: Clerk to locate all previous and current S106 agreements and to then save the documents on line in relation to Wroughton and / or Wichelstowe.

FGP/78

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/79

Staffing Update

The Clerk confirmed that the new Finance Assistant interviews took place on Thursday 14 November 2024 and the new starter will join the team on Monday 02nd December 2024.

Working hours will be Monday and Wednesdays 09.00 – 17.00.

Meeting closed at 7.08pm

Signed.....

Date.....

Chairman of the Council