

WROUGHTON PARISH COUNCIL



11 December 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 16 December 2024 at 6.30pm**
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 2024.
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 18 November 2024 (Copy attached).
5. **Payment Schedule**
To approve the payment schedule for December 2024 (copy attached).
6. **Ellendune Community Centre Payment Schedule**
To retrospectively approve the payment schedule for December 2024 (to follow).
7. **Bank Reconciliations**
To receive the bank reconciliations for November 2024 (to follow).
8. **Income & Expenditure with Balance Sheet**
 - 8.1 To receive the income and expenditure report as at the end of November 2024 (to follow).
 - 8.2 To note the Balance Sheet as at the end of November 2024 (to follow).
9. **Office Alteration – Building Quote**
To consider the revised quote for the building work which is required for the parish office and Ellendune Community Centre Office (Copy attached).

10. St Andrews Workshop

To consider a further quote for new alterations to the newly refurbished garage at St Andrews. (Copy attached). **Budget Available:** General Reserves.

11. Memorial Bench / Tree Policy

11.1 To consider a report of the Community Projects and Grants Officer regarding the need for a review of the parish councils' memorial policy (Copy attached).

11.2 To review the examples and research into options available (Copy attached)

11.3 To review the policy with suggested changes (Copy attached).

12. Draft Budget 2025/2026

12.1 To review the draft budget along with comments from the Clerk and note the inclusion of projects and priorities set by all other committees. (To follow)

12.2 To review the Earmark Reserves allocations for the 2025/2026 year (To follow)

12.3 Agree any changes and recommendations to adopt at the Full Council meeting in January 2025.

13. New Laptop

Agree to purchase a new laptop with mouse and keyboard for the new finance assistant, quotes attached.

Budget Available: £1,391 - 4132/100 Office General Office Consumables.

Members of Committee

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr D Archer

Cllr G Cook

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.