



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 16 December 2024 at 6.30pm
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/80	<u>Apologies</u> Apologies received from Cllr G Overbury.
FGP/81	<u>Declarations of Interest & Applications for Dispensation</u> No declarations of interest & applications for dispensation were received.
FGP/82	<u>Public Questions</u> There were no members of the public in attendance.
FGP/83	<u>Minutes</u> Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 18 November 2024.
FGP/84	<u>Payment Schedule</u> Members RESOLVED to approve the payment schedule for December 2024, copy attached as Appendix A in the Minute Book.
FGP/85	<u>Ellendune Community Centre Payment Schedule</u> Members RESOLVED to approve the payment schedule for December 2024, copy attached as Appendix B in the Minute Book.
FGP/86	<u>Bank Reconciliations</u> Members received and NOTED the bank reconciliations for October and November 2024, copies are attached as Appendix C in the Minute Book.
FGP/87	<u>Income & Expenditure with Balance Sheet</u> Members received and NOTED the Income and Expenditure Report for November 2024, a copy is attached as Appendix D in the Minute Book.

Note for 2025/2026 budget setting, add in new lines for other additional events which are not budgeted for with more detail.

FGP/88

Office Alteration – Building Quote

Members RESOLVED to agree the revised quote for the building work which is required for the parish office and Ellendune Community Centre Office, a copy is attached as Appendix E in the Minute Book.

Members NOTED, floorplan not available but a walk around has been provided by the Clerk.

The Clerk NOTED that the public are to be informed as and when works begin and disruptions are made. Staff will continue to work from home and / or in the Alexandra Room when available, until building works are complete.

FGP/89

St Andrews Workshop

Item DEFERRED, the quote for the new internal doors is not yet available for review. Clerk advised that this will now need to follow at the January meeting.

FGP/90

Memorial Bench / Tree Policy

Members considered a report of the Community Projects and Grants Officer regarding the need for a review of the parish councils' memorial policy, copies of the documents are attached as Appendix F in the Minute Book.

Members RESOLVED to agree the new policy wording, a copy is attached within Appendix F above.

The Chair requested that in the future the parish council should approach Enterprise Works for both a quote and supply of new seating / wooden products. Enterprise works are reasonably priced and also a very successful community group which support adults with learning difficulties.

The Chair suspended standing orders and moved agenda Item 13 forward.

FGP/91

New Laptop

Members RESOLVED to agree to purchase a new laptop with mouse and keyboard for the new finance assistant, budget to be used and to "include" install and set up fee:

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

The Clerk referenced that SP computers have also provided a quote for a cheaper HP laptop and that this only came through today. Members AGREED to purchase the HP model and pay for the installation and set up fee in addition to this.

Action: Clerk to continue with the purchase of other office equipment such as office chair and screen.

The Chair reinstate standing orders.

FGP/92

Draft Budget 2025/2026

Members received the draft budget for 2025/2026 and EMR provision along with a summary sheet produced by the Clerk. A copy of all paperwork is attached as Appendix G in the Minute Book.

Members NOTED that the inclusion of projects and priorities set by all committees throughout the year should be sourced by Earmark Reserves such as CIL funds or S106.

All AGREED that the budget working party will meet again on Tuesday 07th January 2025 at 7pm and that the Clerk will provide further information and full staff salary breakdown.

19.06 The Chair had to leave the meeting due to a family emergency. The Vice Chair Cllr L Campisano stepped in as Chair for the remainder of the meeting.

Meeting closed at 7.25pm

Signed.....

Date.....

Chairman of the Council