

WROUGHTON PARISH COUNCIL



11 February 2025

Dear Councillor

Members of the Committee
are **summoned** to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **Monday 17 February 2025 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 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 20 January 2025 (Copy attached).
5. **Payment Schedule**
To approve the payment schedule for February 2025 (copy attached).
6. **Ellendune Community Centre Payment Schedule**
To retrospectively approve the payment schedule for February 2025 (copy attached).
7. **Bank Reconciliations**
To receive the bank reconciliations for January 2025 (to follow).
8. **Income & Expenditure with Balance Sheet**
 - 8.1 To receive the income and expenditure report as at the end of January 2025 (to follow).
 - 8.2 To note the Balance Sheet as at the end of January 2025 (to follow).
9. **3rd Quarter VAT Return**
To note that the 3rd quarter VAT return has been submitted to HMRC.
10. **Electrical Quote – Defibrillator**
To consider a quote for £154 + VAT for the installation of an additional, secure, dedicated power supply to the new defibrillator unit at Maunsell Way Pavilion. (Quote attached).
Budget Available: 4400/200: General Reserves

11. Workshop / Garage at St Andrews

- 11.1 To receive an update regarding the ongoing lease arrangement legal process with Swindon Borough Council and the parish council's solicitor.
- 11.2 Retrospective approval of the installation of three new internal doors to the workshop facility. Cost £420+VAT (Invoice attached).

Budget Available and Used: EMR 355 Workshop Building Fund - £5,406

12. Fuel / Charge Cards

To receive a report from the Clerk regarding alternative payment options for staff to assist with external purchases (To follow).

13. Wroughton Business Park / Workshop

To note that the British Gas energy contract for supply at Unit 1, Wroughton Business Park (Grounds Team Workshop) has been renewed for a further 12months. This will need reviewing again in January 2026, or sooner.

14. ECC Food Waste Collections

- 14.1 To note the new legislative changes in relation to food waste recycling for organisations and business from March 2025 (copy attached).
- 14.2 To update all staff and users of the Community Centre of the new requirements by the end of February 2025.
- 14.3 To consider and approve a quote for the weekly removal of food waste from the Ellendune Community Centre (Quote attached).

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 Matters

- 16.1 To receive an update from the Clerk regarding staffing matters.
- 16.2 To agree on the recruitment pack and Job Description for two new Grounds Team members of staff (list attached).
- 16.3 To receive an up to date list of staff projects and officer work load (To follow).

Members of Committee (7)

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.