



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 17 February 2025 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 G Cook Cllr B Keetch Cllr G Overbury
Clerk	Emma Freemantle
Public	0
FGP/105	<u>Apologies</u> Apologies received from Cllr H Woodward.
FGP/106	<u>Declarations of Interest & Applications for Dispensation</u> No declarations of interest & applications for dispensation were received.
FGP/107	<u>Public Questions</u> There were no members of the public in attendance.
FGP/108	<u>Minutes</u> Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 20 January 2025. Change to reflect Diane being apologies/ not attending. Emma to produce new copy for signing.
FGP/109	<u>Payment Schedule</u> Members RESOLVED to approve the payment schedule for February 2025, copy attached as Appendix A in the Minute Book.
FGP/110	<u>Ellendune Community Centre Payment Schedule</u> NOTED there is no payment schedule available.
FGP/111	<u>Bank Reconciliations</u> Members NOTED the bank reconciliations for January 2025 will follow via email with retrospective approval at the next meeting.
FGP/112	<u>Income & Expenditure with Balance Sheet</u> Members NOTED the income and expenditure and balance sheet figures for January 2025 will follow via email with retrospective approval at the next meeting.
FGP/113	<u>3rd Quarter VAT Return</u> Members NOTED that the 3 rd quarter VAT return has been submitted to HMRC, a copy of the breakdown is attached as Appendix B in the Minute Book.

- FGP/114** **Electrical Quote – Defibrillator**
 Members considered and RESOLVED to agree a quote for £154 + VAT for the installation of an additional, secure, dedicated power supply to the new defibrillator unit at Maunsell Way Pavilion. A copy of the quote is attached as Appendix C in the Minute Book.
Budget Available: 4400/200: General Reserves.
- FGP/115** **Workshop / Garage at St Andrews**
 The Clerk advised that the parish council is still awaiting information from its solicitor regarding the draft lease and also awaiting costs associated with the Licence as requested by SBC. Members NOTED that once information is received this will be reviewed again at the next relevant meeting.
- Members RESOLVED to agree the retrospective approval of the installation of three new internal doors to the workshop facility. Cost £420+VAT. A copy of the invoice is attached as Appendix D in the Minute Book.
Budget Available and Used: EMR 355 Workshop Building Fund - £5,406
- FGP/116** **Fuel / Charge Cards**
 Item DEFERRED– Received a report from the Clerk regarding alternative payment options for staff to assist with external purchases.
- FGP/117** **Wroughton Business Park / Workshop**
 Members NOTED that the British Gas energy contract for supply at Unit 1, Wroughton Business Park (Grounds Team Workshop) has been renewed for a further 12months. A copy of the confirmation is attached as Appendix E in the Minute Book.
- NOTED – the contract will need reviewing again in January 2026, or sooner.
- FGP/118** **ECC Food Waste Collections**
- 1) Members NOTED the new legislative changes in relation to food waste recycling for organisations and business from March 2025, copy attached as Appendix F in the Minute Book.
 - 2) The Clerk confirmed that the Centre Manager has been asked to update all staff and users of the Community Centre of the new requirements by the end of February 2025.
 - 3) Members RESOLVED to agree and approve the quote for the weekly removal of food waste from the Ellendune Community Centre, a copy of the quote is attached as Appendix G in the Minute Book.
- Action:** The Clerk to look into recycling options for Glass at the Ellendune Community Centre.
- FGP/119** **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/120** **Staffing Matters**
- 1) Members received an update from the Clerk regarding staffing matters.
 - 2) Members RESOLVED to agree the recruitment pack and Job Description for two new Grounds Team members, copies are attached in the Confidential Minute Book.
 - 3) The Clerk produced a list of staff projects to reflect the current staff workloads, a copy of the list is attached in the Confidential Minute Book.

Meeting finished at 19.16

Signed.....

Date.....

Chairman of the Council