

WROUGHTON PARISH COUNCIL



11 March 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 March 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 17 February 2025 (Copy attached).
5. **Payment Schedule**
To approve the payment schedule for March 2025 (copy attached).
6. **Bank Reconciliations**
To receive the bank reconciliations for January and February 2025 (copy attached).
7. **Income & Expenditure with Balance Sheet**
 - 7.1 To receive the income and expenditure report as at the end of February 2025 (to follow).
 - 7.2 To note the Balance Sheet as at the end of February 2025 (to follow).
8. **Audit Report**
To receive a copy of the internal auditor's report for 2024-2025. (Copy attached).
9. **Policy Review**
 - 9.1 To review the amended Safeguarding policy and adopt accordingly (Copy attached)
 - 9.2 To review and adopt the DBS Policy (copy attached)
 - 9.3 To review and adopt the Volunteer Agreement Policy (copy attached)

10. Christmas Tree Quote

To note that this years Christmas Tree has been ordered; 30ft Premium Norway Spruce with 5000 cool white LED lights, including delivery, installation, removal and clearance from site. (Copy attached).

11. Lease Agreement Swindon Model Railway Club / Swindon Borough Council

To agree the recommendations from the CA&OS meeting on 12th March 2025:

- 11.1 To approve that the License to Underlet and Sub-lease Maunsell Way Pavilion (a copy of which is attached) is now signed on behalf of Wroughton Parish Council by the Chair and the Clerk.
- 11.2 To formalise the new sub lease arrangements with the Swindon Model Railway Club and arrange for a move in date to the pavilion.

12. St Andrews Depot / Swindon Borough Council.

To agree the recommendations from the CA&OS meeting on 12th March 2025:

- 12.1 To receive the draft lease and associated lease plan of the St Andrews Depot / Workshop (Copy attached) as recommended by the CA&OS Committee.
- 12.1 The Finance & General Purposes Committee to approve £850 +VAT for the costs of preparing the License for Alterations for the works for which have already been carried out, with Swindon Borough Councils approval.

13. 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.**

14. Staffing Matters

- 14.1 To receive an update from the Clerk regarding staffing matters and consider recommendations within the report (to follow).
- 14.2 To receive a report from the Clerk regarding the Grounds Team Occupational Health appointments (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.