

WROUGHTON PARISH COUNCIL



16 June 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 23rd June 2025 at 6.45pm**
at **the Ellendune Community Centre, Barrett Way, SN4 9LW.**

A handwritten signature in black 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 19 May 2025 (Copy attached).
5. **Payment Schedule**
 - 5.1 To approve the Parish Councils payment schedule for June 2025 (copy attached).
 - 5.2 To approve the Ellendune Community Centres payment schedule for June 2025 (copy attached).
6. **Bank Reconciliations & Balance Sheet**
 - 6.1 To receive the bank reconciliations for April 2025 (Copy attached)
 - 6.2 To receive the bank reconciliations for May 2025 (Copy attached)
 - 6.3 To receive the parish councils balance sheet with listed Earmarked Reserves as at 31 May 2025.
7. **Ellendune Community Centre – Year End Accounts**
To receive and note the year 2023/2024 year end accounts for the Ellendune Community Centre (CIO) (Copy attached).
8. **First Aid Training Costs**
To retrospectively note the approval of training costs for all staff First Aid Training scheduled for November 2025. Total cost £597+VAT. Budget Available: 4075/100 £4,280 (Copy of quote attached).
9. **Microshade Subscription**
To retrospectively approve the new monthly subscription for two new library email accounts and Citrix / Microshade Access. Total cost £56.48 +VAT. Budget Available: 4145/100 £1,733 + General Reserves. (Copy quote attached).

10. Disputed Invoice (Design Print)

To receive and discuss the ongoing dispute with the parish councils chosen newsletter delivery company. (Copy of correspondence attached).

11. Approval of Repair Works Following Accidental Damage

To consider and approve the quotation for repair works required as a result of accidental damage (Copy attached). Budget to be used: General Reserves.

12. Internal Auditor Report

12.1 To receive the internal auditors report (copy attached).

12.2 To note the next auditor visit is 20th November 2025.

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 Items

To receive an update from the Clerk on the following matters:

14.1 Staff Occupational Health Report Updates.

14.2 Increase in the parish councils Finance Assistant hours of work.

14.3 Recruitment of new staff casual hours / holiday cover staff for library.

14.4 Change in Job title for the Community Projects & Grants Officer.

14.5 Recruitment of new Ellendune Community Centre Caretakers.

Members of Committee (7)

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr D Archer

Cllr G Cook

Cllr B Keetch

Cllr B Streeton

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.