



WROUGHTON PARISH COUNCIL

10 October 2017

Dear Councillor

Members of the Committee
are **summoned** to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **MONDAY 16 OCTOBER 2017** at **6.30pm**
in **The Ellendune Community Centre, Barrett Way.**

A handwritten signature in black ink, appearing to read 'Jodie Smart'.

Jodie Smart
Clerk

AGENDA

1. **Apologies**
To receive any 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 1st July 2012.
3. **Public Questions**
To receive and respond to any questions, comments or representations from the public.
(Maximum of 10 minutes).
4. **Payment Schedule for October 2017**
To approve the Payment Schedule for October 2017 (copy attached).
5. **Income & Expenditure**
To receive the Income & Expenditure Statement for September 2017 (copy attached).
6. **Bank Reconciliation**
To receive the bank statements and reconciliations for September 2017 (copy attached).
7. **Six Month Budget Review**
To note the report of the Clerk regarding the six month budget review (to follow).
8. **Current Account Signatories**
To consider the verbal report of the Clerk regarding account signatories and authorised persons.
9. **Debit Card**
To consider the report of the Clerk regarding the use of a debit card for the current account for the replacement of petty cash following the withdrawal of the cheque facility at the Co-operative Bank (to follow).

10. Trefoil House Renovations

To receive an update from Cllr Clark regarding the renovations to Trefoil House.

11. Exclusion of Public and Press.

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 and contractual matters.

12. Staff Training

To consider the report of the Clerk regarding staff training (copy attached).

13. Occupational Health Reports

To consider the report of the Clerk following the Occupational Health Checks of the Grounds Team (to follow).

14. Accounting Software

To consider the report of the Deputy Clerk regarding the accounting software requirements (copy attached).

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.