

WROUGHTON PARISH COUNCIL



FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 14 May 2018 at 7.00pm
in the Ellendune Community Centre

Present Cllr L Campisano
Cllr C Clark
Cllr H Dosanjh
Cllr J Hewer
Cllr S Pagett
Cllr A Richards

Clerk Jodie Smart

FGP/001 **Apologies**
Apologies were received from Cllr S Harcourt.

Cllr S Pagett arrived at 7.02pm

FGP/002 **Declarations of Interest & Applications for Dispensation**
Declarations of interest were received from Cllr L Campisano, Cllr J Hewer and Cllr S Pagett as Trustees of The Ellendune Hall Trust, all of which abstained from voting on agenda item 13.

A declaration of interest was received from Cllr A Richards as a Trustee of Wroughton Community Asset Trust, Cllr A Richards abstained from voting on agenda item 9.

FGP/003 **Public Questions**
There was one member of the public present who made no representations.

FGP/004 **Payment Schedule for May 2018**
Members **RESOLVED** to approve the Payment Schedule for May 2018, a copy of which appears as Appendix A in the Minute Book.

FGP/005 **Income & Expenditure**
Members **NOTED** the Income & Expenditure Statement for April 2018, a copy of which appears as Appendix B in the Minute Book.

Cllr C Clark arrived at 7.06pm.

FGP/006 **Bank Reconciliations**
Members **NOTED** the bank statements and reconciliations for April 2018, copies of which appear as Appendix C in the Minute Book.

FGP/007 **Internal Audit**
Members **NOTED** the report of the Internal Auditor for the period of January 2018 to March 2018, a copy of which appears as Appendix D in the Minute Book.

Cllr C Clark volunteered to perform the spot check on the payment process before the next internal audit.

FGP/008

Review of Funds

Members **NOTED** the report of the Clerk regarding the review of funds, a copy of which appears as Appendix E in the Minute Book.

Members **RESOLVED** to approve the recommendation within the report.

FGP/009

S137 Grant Application

Members **NOTED** the application for a S137 grant from Wroughton Community Asset Trust, a copy of which appears as Appendix F in the Minute Book.

Members **RESOLVED** to approve the S137 grant application for £43,000 to Wroughton Community Asset Trust.

FGP/010

Standing Order

Members **RESOLVED** to approve the setting up of a standing order for Countrywide (grounds maintenance) for the amount of £909.00 per month.

FGP/011

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 matters.

FGP/012

Leadership in Action Conference

Members **RESOLVED** to approve the expenditure of £385 for the clerk to attend the SLCC Leadership in Action Conference 2018.

FGP/013

Financial Support Service Level Agreement

Members **NOTED** the report of the Clerk regarding a proposed service level agreement to provide financial administration support to an outside organisation, a copy of which appears as Appendix G in the Confidential Minute File.

Members **RESOLVED** to agree to the recommendation within the report with a review period set for six months' time.

The meeting closed at 7.32pm

Signed.....

Date.....

Chairman of the Council