

**WROUGHTON PARISH COUNCIL**



**FINANCE & GENERAL PURPOSES COMMITTEE**

Minutes of the meeting held on Monday 18 June 2018 at 6.30pm  
in the Ellendune Community Centre

- Present** Cllr L Campisano  
Cllr C Clark  
Cllr H Dosanjh  
Cllr S Harcourt  
Cllr J Hewer  
Cllr A Richards
- Clerk** Jodie Smart
- FGP/014** **Apologies**  
Apologies were received from Cllr S Pagett.
- FGP/015** **Declarations of Interest & Applications for Dispensation**  
Cllrs S Harcourt and A Richards declared an interest in agenda item 4 (payment schedule) as Trustees of Wroughton Community Asset Trust.
- FGP/016** **Public Questions**  
There were no members of the public present.
- FGP/017** **Payment Schedule for June 2018**  
Members **RESOLVED** to approve the Payment Schedule for June 2018, a copy of which appears as Appendix A in the Minute Book.
- FGP/018** **Income & Expenditure**  
Members **NOTED** the Income & Expenditure Statement for May 2018, a copy of which appears as Appendix B in the Minute Book.  
  
*Cllr C Clark entered the meeting at 6.34pm.*
- FGP/019** **Bank Reconciliations**  
Members **NOTED** the bank statements and reconciliations for May 2018, copies of which appear as Appendix C in the Minute Book.
- FGP/020** **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.

**FGP/021**

**Office Telephone System**

Members **NOTED** the report of the Administration Officer regarding a proposal for a new office telephone system, a copy of which appears as Appendix D in the confidential minute file.

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

**FGP/022**

**Staff Training and Office Opening Hours**

Members **NOTED** the report of the Clerk regarding staff training and office opening hours, a copy of which appears as Appendix E in the confidential minute file.

Members **RESOLVED** to agree to the recommendations within the report.

**FGP/023**

**Staffing Update**

Members **NOTED** the verbal update of the Clerk. The Clerk informed members that a Groundsman had tendered his resignation and that the job had been advertised.

The meeting closed at 7.19pm

Signed.....

Date.....

Chairman of the Council