

WOOTTON PARISH COUNCIL

Minutes of the Meeting of **Finance & General Purpose Committee** of Wootton Parish Council
held on Wednesday 29th September 2010 at 7.30pm in the Memorial Hall, Wootton.

Present. Cllrs. J Wheeler, P Quirk, M Woolfenden, D Price, W Hall, S Cruse, P Prescod, G Lloyd & R.Wallace.
In attendance: S Bolton (RFO) and one member of the public

Since the Chairman and Vice Chairman of the F&GP committee had resigned from the Parish Council since the last meeting, Cllr Wheeler took the chair. Cllr Wheeler welcomed Sue Bolton, the new RFO for Wootton Parish Council. It was agreed to co-opt Cllrs Prescod, Cruse, Lloyd and Wallace to the committee

FG10/41. Apologies for absence.
None

FG10/42. Nominations for Chair and Vice Chair of F&GP Committee
Cllr Hall was unanimously elected the Chair of the F&GP committee
Cllr Wallace was unanimously elected Vice Chair of the committee
Cllr Hall took the chair for the rest of the meeting

FG10/42a. Declarations of Interest on any items on the Agenda
None.

FG10/43 Open Forum
Cllr Prescod had received a letter, addressed to the Parish Council, from the Lower School asking for a contribution from the Parish Council to the Wild Life Garden that the children were creating at the School.

It was agreed that an item *'To consider a grant for the wildlife garden at the Lower School'* be put on the Agenda for the Full Council meeting in October.

FG10/44. Minutes of the F&GP Committee meeting held Wednesday 14th July 2010.
With a minor alteration to FG10/37 (there was nothing to report on the S106 agreement) the minutes of the meeting were accepted as a true record and signed by Cllr Wheeler.

FG10/45. Report of RFO

Sue explained that she had no formal report for this meeting as she was just starting in the role. For subsequent meetings she would be presenting current income/expenditure figures against budget for the financial year.

She also commented that: -

- a) She would like to talk to all committee chairmen about budgets for the next three years.
- b) The precept for 2011/12 would be discussed at the next F&GP meeting (November 24th) so each committee chairman was asked to get their preliminary budget figures to Sue by 31st October.

Action - All committee chairmen

- c) She asked permission to investigate Internet banking and use of BACS to pay some bills by Direct Debit. This was agreed and Sue would bring details to the next meeting.

Action SB

Cllr Quirk asked if the new RFO was covered by a Fidelity Bond. It was agreed that Sue would contact the Council's Insurers to confirm the situation.

Action SB

FG10/46. Contractual position of RFO

Cllr Wheeler stated that BATPC had recommended that the RFO become a member of staff (as opposed to a contract being let by Wootton PC) and that the payroll be administered by an external body. Sue had a quote from one company and Cllr Wallace said that he had details of another company doing a similar service. It was agreed that, for best value purposes, the RFO would compare the cost and service of the two companies. The meeting delegated Cllrs Hall and Wheeler to decide which company to use after listening to the RFO's comments.

Action SB,JW,BH

FG10/47. Resignation of Clerk

The Chairman requested members of the public and press to leave under Section 12A Part 1 LGA 1972. The minutes of this item are attached on a separate sheet of paper.

FG10/48. MUGA Update

Quotations for the remedial work on the MUGA were still awaited. Cllr Wheeler said that it was important that these were given to Cllr Cunningham at the earliest as grant money had to be awarded very soon.

Action PP

FG10/49 Approval of Dispatch of minutes.

Cllr Wheeler stated that he had been ensuring that minutes were communicated to councillors in a reasonable timescale. The procedure is that draft minutes would be sent to committee members within 7 calendar days (preferably within 3 days) and,

after comments from members, would be circulated to all council members as soon as practicable.

FG10/50

Any Other Business

Cllr Wheeler stated that he was pursuing DSD with respect to untaping the three litter bins in the village that were no longer in use

Action JW

Chairman.....

Date of next meeting is Wednesday 24th November 2010