

WOOTTON PARISH COUNCIL

Minutes of the Meeting of **Finance & General Purpose Committee** of Wootton Parish Council
held on Wednesday 9th February at 8.30pm in the Memorial Hall, Wootton.

- Present** Cllrs W Hall, G Lloyd, P Quirk, J Wheeler, L Bland
- FG11/01** **Apologies for absence.**
(Cllrs S Rowse & B Wallace)
- FG11/02** **Declarations of interest on any items on the agenda - Cllr L Bland declared an interest. Re sister living in the road designated to have the street party.**
- FG11/03** **Open Forum - None**
- FG11/04** **Minutes of the meeting**
To receive and approve the minutes of the Finance & General Purpose Committee held on Wednesday 24th November 2010 - *Approved and signed Cllr B Hall*
- FG11/05** **Matters arising from the Minutes - Gas re changing rooms - Fire Certificate - Cllr Quirk confirmed the gas has been turned off, but no further update from L & A Chair. Not present at meeting.**
- FG11/06** **To approve payment as per attached schedule - No Schedule, 2 Invoices for payment**
*1. J Dennis Garden & Property Maintenance Inv No 1 £950.00.
2. A J Book Keeping Services Inv 10110103 £40.00 (Includes additional Work done)
Approval given RFO to make payment via internet Banking.*
- FG11/07** **Payroll being administered by AJ Book Keeping Services.**
Cost of £25.00 per month. All Approved
- FG11/08** **Budget Update and Capital Project Funds Status Report -Cllr B Hall requested all chairmen to electronically send budget information though to RFO & RFO to request spending plan spreadsheet from Cllr P Prescod.**
- FG11/09** **2010/2011 Accounts.- RFO reported no changes to outturn from last meeting. RFO was unable to provide cash flow figures due to bank statements to be received from the Bank - copies have been requested. Councillors requested RFO to look into why statements were addressed to previous clerk and not Wootton Parish Council.**
- FG11/10** **Governance - Review of Financial Regulations, Insurance, Standing Orders - Governance - To be deferred until after May elections
Review of Financial Regulations - to be reviewed by new clerk
Insurance - to be reviewed by new clerk**

*Standing orders to be re-organised by new clerk
Sue Bolton to assist new clerk Sue Playford if requested by clerk.
Chairman suggested that Wootton Parish Council produce a clerk's handbook -
new members/staff can be informed of correct procedures and knowledge of
council members and the Wootton Parish. Councillors agreed to this.*

FG11/11 **Wootton News Update** - *Approved printers to be CopyKatz,*

FG11/12 **RFO Report -**

- 1. Printer – RFO authorised by Cllrs Wheeler Quirk & Hall to purchase new HP Printer- agreed for RFO to pay 50% cost and Wootton Parish Council to pay 50% cost – At end of RFO's contract printer ownership to be solely RFO.
RFO agrees to pay £82.00 towards printer + £46.00 for ink and Wootton Parish council agreed to pay care cover.*
- 2. Internet banking has now been set up - RFO requested authorisation to pay all salary & housekeeping invoices by internet. Cllr Quirk raised issues re monthly authorisation via e-mail may not be secure method. However where contracts have been approved and minuted then authorisation for such payments have been agreed.
RFO to seek guidance from Louise Ashmore on Councils? on how this should be done.*
- 3. Storage charges - New clerk start date 21.02.11. Councillors agreed to continue storage until 6th April 2011.*
- 4. Mail redirection - Councillors agreed to a further 3 months to June 2011 and then review.*
- 5. Insurance claim re MUGA - RFP has insurance form from Cllr Wallace - will complete A.S.A.P.*
- 6. Hire of pitch behind Wootton Village Hall- Bromham Youth Tigers used this for 4 weeks from 5th Oct - 31st December. It was agreed to inform them of no charge on this occasion but if they would like to make a donation to the Wootton Parish Council it would be gratefully appreciated.*
- 7. S106 Contribution to play area £7,532.39 - Councillors agreed in the absence of information requested from L & A Chair for use of this funding, that the RFO contact Cettina J Lambert-Laurent to request this funding to be used for Under 5's play equipment to be located in the Memorial Hall grounds, money expected to be spent in this financial year.*

NOTE:- To be put on Planning Committee Agenda in 2 weeks time.

FG11/13 **To Recommend Precept** - *Budget precept already approved. Cllr B Wallace & RFO have put budget information into cost centres and for RFO to re check with all chairs that figures are agreed.*

FG11/14 **Any Other Business** - *Cllr Hall raised 3 meeting is one evening is too much - Councillors agreed a maximum of 2 meetings per evening with the exception of the AGM.*

Chairman _____

Date of next meeting is Wednesday 27th April 2011

