

WOOTTON PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** held on Wednesday 28th November 2012 at 7.30pm in the Memorial Hall, Bedford Road, Wootton.

- Present.** Cllrs Hall, Doggrell, Lloyd, Price, Quirk and Wheeler.
The Clerk (Sue Playford).
- FG12/59 Apologies for absence.**
Cllrs Bygraves and Wallace. RFO (Sue Bolton).
- FG12/60 Declarations of interest on any items on the agenda.**
None.
- FG12/61 Report from outside organisations.**
None.
- FG12/62 List of correspondence received (copies of correspondence can be requested from the clerk).**
Victim Support - letter dated 18th September 2012. Request for a contribution towards their work.
It was recommended that the Clerk prepare a standard rejection template letter to use for organisations who apply that are not based within the parish.
- Action - Clerk to take forward as above.**
- Open Forum - meeting to be adjourned.**
There were no members of the public present so the meeting continued without adjournment.
- FG12/63 Minutes of the meeting.**
Members of the F&GP committee were asked to receive and adopt the minutes of the F&GP committee meeting held on the 26th September 2012.
The minutes were signed as a true and accurate record of the meeting.
- FG12/64 Matters arising from the minutes to include issues log review.**
FG11/26 - Review of Insurance and Asset Register. Insurance review is now with the insurers - Clerk awaiting a revised premium.

FG11/22 - Clerk's handbook to be completed. Is this still a requirement?
It was agreed this was no longer a requirement.

FG11/44 - Bellway s106 money. £59k can be put towards the CCTV and MUGA upgrade. CCTV has been paid for - MUGA nearing completion.
- FG12/65 To consider precept requirements for the year 2013-14.**
Planning - suggested figures were circulated ahead of the meeting. After discussion the following amendments were proposed by Cllr Price, seconded by Cllr Wheeler and resolved by all present: Remove £4000 for the Keeley Lane Pond. The remaining figures were accepted without amendment.

Communications - suggested figures were circulated ahead of the meeting. It was proposed by Cllr Price, seconded by Cllr Doggrell and resolved by all present to accept the figures without amendment.

Clerk's IT requirements. Following the Clerk's recent appraisal, Cllr Lloyd had undertaken a work station assessment, and figures had been circulated ahead of the meeting. Cllr Price asked if the possibility of leasing a laptop had been investigated and Cllr Lloyd confirmed he would look into this option. It was proposed by Cllr Price, seconded by Cllr Wheeler and resolved by all present to accept the figures, subject to investigation into leasing.

Action - Cllr Lloyd to investigate as above.

General administration - suggested figures were circulated ahead of the meeting. Cllr Hall pointed out the incorrect dates, which he amended manually. After discussion the following amendments were proposed by Cllr Lloyd, seconded by Cllr Doggrell and resolved by all present:

Remove councillor travel expenses (4010).

Remove Office equipment and IT software (4040&4042).

Rename IT support as Accounts Software support (4043).

Replace Office equipment and IT software (4040&4042) with the new IT requirements.

Cllr Hall confirmed he would do this in conjunction with the RFO.

Action - Cllr Hall to take forward as above.

Staffing figures - suggested figures were circulated ahead of the meeting. Cllr Price noted a possible query regarding the RFO's salary which had not been included, and a query was made with regard to the Employer/Employee NI figures. Cllr Hall agreed to query these with the RFO. It was proposed by Cllr Lloyd, seconded by Cllr Doggrell and resolved by all present to accept the figures, subject to resolving the above queries.

Local Government Finance Act 1992 s50.

Action - Cllr Hall to take forward as above.

Meeting closed at 8.20pm

Chairman.....

Date.....