



WOOTTON PARISH COUNCIL



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Minutes of the **Finance & General Purposes Committee** meeting held on Wednesday 25th August 2021 at 7.35pm at Wootton Community Centre, Harris Way, Wootton.

Agenda no	Agenda item title			Power
Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. Also in attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllrs Mapesa and O’Dell.			
Agenda no	Agenda item title	Resolution	Action	Power
FG21/067	Apologies for absence. Cllr Bygraves.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FG21/068	Disclosure of local and/or disclosable pecuniary interests. Cllr Lloyd declared a pecuniary interest in agenda item FG21/075 – an expenses claim for duplicate keys.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FG21/069	To consider any dispensation requests received by the clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
FG21/070	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.

FG21/071	List of correspondence received (copies of correspondence can be requested from the clerk). None.	N/A.	N/A.	N/A.
FG21/072	Minutes of the previous meeting. Members of the Finance & General Purposes Committee are asked to receive and adopt the minutes of the Finance & General Purposes Committee meeting held on the 28 th July 2021.	Resolved to receive and adopt. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FG21/073	Matters arising from the minutes – for information only. None.	N/A.	N/A.	N/A.
FG21/074	To receive the Income & Expenditure report for all Finance & General Purposes cost centres and Earmarked Reserves report for all cost centres for 2021-22, to date – for information only.	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FG21/075	To approve payments as per attached schedule(s), resolve a suitable course of action and present to next Full Council as Receipts and Payments, for information. (Please note this is the <u>only</u> executive function of this committee). https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1	Resolved to approve and present to next Full Council as Receipts and Payments, for information. Proposed: Cllr Lloyd. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FG21/076	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FG21/077	To consider a report in relation to the Clerk to the Council/Responsible Financial Officer's role evaluation and to resolve a suitable course of action.	Resolved to accept the report without amendment and to make the same recommendation to Full Council. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FG21/078	To consider a draft contract, job description form and advertisement ahead of the appointment of a part-time administrative assistant and to resolve a suitable course of action.	After discussion it was agreed the clerk and chairman would continue to work on all documents before bringing them back to a future meeting	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		of this committee. It was hoped interviews would take place in early 2022, ahead of the appointment in the new financial year 2022/23.		
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Meeting closed at 7.53pm.