



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Finance & General Purposes Committee** meeting held on Wednesday 31st May 2023 at 7.30pm at Wootton
Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Power
FG23/039	To elect a Chairman of the Finance & General Purposes Committee. A nomination was received on the evening in favour of Cllr Lloyd. Resolved Cllr Lloyd be appointed Chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Standing Orders.
FG23/040	To elect a Vice-Chairman of the Finance & General Purposes Committee. A nomination was received on the evening in favour of Cllr Bygraves. Resolved Cllr Bygraves be appointed Vice-Chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Standing Orders.
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, O'Dell, Tyerman and Wheeler. Cllr Wheeler is also a Borough Councillor for Wootton. In attendance : Cllr Swain. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).	

Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FG23/041	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.
FG23/042	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FG23/043	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.
FG23/044	Report from outside organisations – for information only.	N/A.	N/A.	N/A.
FG23/045	List of correspondence received (copies of correspondence can be requested from the clerk). CCLA Investment Management Ltd. Letter notifying of important changes to accounts administered with them. If members wish to see the accompanying booklet please inform the clerk.	No further comments received.	Clerk to keep on file.	N/A.
FG23/046	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 26 th April 2023.	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).
FG23/047	Matters arising from the minutes – for information only. None.	N/A.	N/A.	N/A.
FG23/048	To receive the Income & Expenditure report for all Finance & General Purposes cost centres and Earmarked Reserves report for all cost centres for 2022-23, to consider any budget heading virements - for information only.	Final reports are with the Internal Auditor.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FG23/049	To approve a staffing appraisals system for Wootton Parish Council and to make recommendation to Full Council as necessary.	Resolved to accept the appraisals system with the following amendments (to be made before Full Council approval): Job Description Forms should accompany the appraisal documentation;	Clerk to take forward.	Standing Orders.

		Appraiser information should be added to the appraisal documentation. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.		
FG23/050	To amend the Terms of Reference for this committee, extending its executive powers to include staff appraisals and to make recommendation to Full Council as necessary.	Resolved to accept the amended Terms of Reference with the following additional amendment (to be made before Full Council approval): Reference to the undertaking and completion of staff appraisals should be added to the executive functions on Page Four. Proposed: Cllr Tyerman. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Standing Orders.
FG23/051	To approve a Business Plan for the parish council and to make recommendation to Full Council as necessary.	An initial draft was seen by all and it was agreed to bring a further draft back to this committee with the following amendments: - Include reference to cemetery duties under committee information for Planning & Environment; - Update finance information.	Cllr Lloyd and clerk to take forward.	Standing Orders.
FG23/052	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 O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed 7.42pm.

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Chairman.....

Date 28th June 2023

Signed at Full Council.....