



**WOOTTON**  
**PARISH COUNCIL**  
Minutes

*Minutes of the meeting of The Finance and General Purposes Committee  
Wootton (Abingdon) Parish Council  
held on 4<sup>th</sup> December 2019 at 7:30pm at the  
Wootton and Dry Sandford Community Centre.*

**Councillors Present:**

Councillors Ludlow (Chair), Bristow, Morris, Werrell and Westell.

**Also in attendance:**

Clerk to the Parish W Quigley;

**1. To receive apologies for absence**

1.1.1. None

**2. To receive any Declarations of Interest from Councillors relating to items on the Agenda**

2.1.1. None

**3. To consider adoption of a Grants Policy.**

3.1. It was RESOLVED to adopt the proposed Grants Policy and Application Form.

**4. To receive applications for grants for the current financial year.**

4.1. It was RESOLVED to pay £600 to Oxfordshire South and Vale Citizens Advice (OSAV CA)

**5. Current financial update:-**

5.1. Half year end review/update of budgets and reserves.

5.2. To recommend any virement or transfer to earmarked reserves.

5.2.1. It was RESOLVED to transfer the unspent Election Budget of £4400 to Election Reserves.

**6. To make recommendations for the budget and Precept for 2020/21 financial year.**

6.1. The budget was discussed and proposal of 10% increase in Precept was agreed.

**7. To review the Council's banking arrangements and consider a pre-paid Credit Card.**

7.1. It was RESOLVED to arrange for a pre-paid Credit Card for the Clerk with a £200 balance. The provider is to be researched by Cllr Bristow and the Clerk.

**8. To consider the proposed "statement of internal controls"**

8.1. It was RESOLVED to recommend to the Full Council adoption of the "statement of internal controls"

**9. To consider the proposed "training and Development Policy"**

9.1. It was RESOLVED to recommend to the Full Council adoption of the policy.

**10. To consider the proposed "Appraisal Policy and Procedure"**

10.1. It was RESOLVED to recommend to the Full Council adoption of the policy.

**11. To consider the proposed revised Staff Contract in line with the NALC model contract.**

11.1. It was RESOLVED to recommend the revised Staff Contract to the Full Council.

**12. To consider the proposed salary scale review.**

12.1. It was RESOLVED to recommend that the Clerk be awarded SCP22 of the NJC pay scale.

**13. Date of next meeting Wednesday 29<sup>th</sup> April 2020.**

Chairman.....

Date.....