



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 17 March 2025 at 6.45pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

- Present** Cllr J Hewer (Chair)
Cllr L Campisano (Vice Chair)
Cllr D Archer
Cllr G Cook
Cllr B Keetch
Cllr G Overbury
- Clerk** Emma Freemantle
- Public** 0
- FGP/121** **Apologies**
Apologies received from Cllr H Woodward.
- FGP/122** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/123** **Public Questions**
There were no members of the public in attendance.
- FGP/124** **Minutes**
Members RESOLVED to approve the minutes to be a true and accurate record of the F&GP meeting on 17 February 2025.
- FGP/125** **Payment Schedule**
Members RESOLVED to approve the payment schedule for March 2025 a copy of which is attached as Appendix A in the Minute Book.
- FGP/126** **Bank Reconciliations**
Members received the NOTED the bank reconciliations for January and February 2025, a copy of which is attached as Appendix B in the minute Book.
- FGP/127** **Income & Expenditure with Balance Sheet**
7.1 NOTED the income and expenditure report as at the end of February 2025, a copy of which is attached as Appendix C in the Minute Book.
7.2 NOTED the Balance Sheet as at the end of February 2025, a copy of which is attached as Appendix D in the Minute Book.
- FGP/128** **Audit Report**
Members received a copy of the internal auditor's report for 2024-2025, a copy of which is attached as Appendix E in the Minute Book.

Action: Clerk to arrange working party meeting to discuss the actions arising and adopt new investment strategy policy.

FGP/129

Policy Review

- 9.1.1 AGREED – to amend the Safeguarding policy and adopt formally, a copy of which is attached as Appendix F in the Minute Book.
- 9.1.2 AGREED – to adopt the DBS Policy, copy of which is attached as Appendix G in the Minute Book.
- 9.1.3 Members reviewed and AGREED to adopt the Volunteer Agreement Policy, a copy of which is attached as Appendix H in the Minute Book.

FGP/130

Christmas Tree Quote

Members NOTED that this year's Christmas Tree has been ordered; 30ft Premium Norway Spruce with 5000 cool white LED lights, including delivery, installation, removal and clearance from site.

A copy of the agreed quote is attached as Appendix I in the Minute Book.

FGP/131

Lease Agreement Swindon Model Railway Club / Swindon Borough Council

Members considered and AGREED the recommendations from the CA&OS meeting on 12th March 2025:

Members RESOLVED to approve that the License to Underlet and Sub-lease Maunsell Way Pavilion, a copy of which is attached as Appendix J, is now signed on behalf of Wroughton Parish Council by the Chair and the Clerk.

Members RESOLVED to agree and formalise the new sub lease arrangements with the Swindon Model Railway Club and arrange for a move in date to the pavilion.

Action: Deputy Clerk to engage with the club and establish their current position.

FGP/132

St Andrews Depot / Swindon Borough Council.

Members considered the recommendations from the CA&OS meeting on 12th March 2025:

Members RESOLVED to agree and sign the draft lease and associated lease plan of the St Andrews Depot / Workshop, a copy of which is attached as Appendix K, as recommended by the CA&OS Committee.

Members RESOLVED to approve £850 +VAT for the costs of preparing the License for Alterations for the works for which have already been carried out, with Swindon Borough Councils approval.

FGP/133

Exclusion of Press and Public

To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

Reason: **Staffing Matters.**

FGP/134

Staffing Matters

Members received a verbal update from the Clerk regarding staffing matters and consider recommendations within the report. Members RESOLVED to agree with the recommendations of the Clerk a copy of which can be found in the Confidential Minute Book.

Members considered a report of the Clerk regarding the Grounds Team Occupational Health appointments, copy attached within the Confidential Minute Book.

19.29 closed.

Signed.....

Date.....

Chairman of the Council