



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 23rd June 2025 at 6.45pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

- Present** Cllr J Hewer (Chair)
Cllr D Archer
Cllr G Cook
Cllr H Woodward
- Deputy Clerk** Cathy Martyn
- Public** 0
- FGP/007** **Apologies**
Apologies were received and accepted from Cllr L Campisano, Cllr B Keetch and Cllr B Streeton.
- FGP/008** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/009** **Public Questions**
There were no members of the public in attendance.
- FGP/010** **Minutes**
Members RESOLVED to approve the minutes to be a true and accurate record of the Finance and General Purposes Committee meeting on 19th May 2025.
- FGP/011** **Payment Schedule**
Members RESOLVED to approve the payment schedule for June 2025, a copy of the schedule can be found as Appendix A in the Minute Book.

Members RESOLVED to approve the Ellendune Community Centre's payment schedule for May 2025, a copy of the schedule can be found as Appendix B in the Minute Book.
- ACTION:** **Members requested that if corrections are made in the future, an explanation be provided.**
- FGP/012** **Bank Reconciliations and Balance Sheet**
Members RECEIVED:
a) The bank reconciliation for April 2025, a copy is attached as Appendix C in the Minute Book.
b) The bank reconciliation for May 2025, a copy is attached as Appendix D in the Minute Book.
c) The Parish Council's Balance Sheet with listed earmarked Reserves as at 31st May 2025, a copy is attached as Appendix E in the Minute Book.
- FGP/013** **Ellendune Community Centre – Year End Accounts**
Members RECEIVED and NOTED the 2023/24 Year End Accounts for the Ellendune Community Centre CIO, a copy is attached as Appendix F in the Minute Book.
- FGP/014** **First Aid Training Costs**
Members NOTED retrospectively the approval of the training costs for all staff First Aid Training scheduled for November 2025. Total cost £597+VAT. Budget Available: 4075/100 £4,280 A copy of the quote is attached as Appendix G in the Minute Book.

- FGP/015** **Microshade Subscription**
Members RESOLVED to approve the new monthly subscription for two new library email accounts and Citrix/ Microshade Access, at a total cost £56.48 +VAT. Budget Available: 4145/100 £1,733 also General Reserves. A copy of the quote is attached as Appendix H in the Minute Book.
- FGP/016** **Disputed Invoice (Design Print)**
Members RESOLVED to pay £638.75 incl VAT (75% of the invoice) as the contractor failed to deliver to approximately 25% of the parish.
- FGP/017** **Approval of repair works following accidental damage**
Members RESOLVED to approve the quotation for repair works at a cost of £500 required as a result of accidental damage. A copy of the quote is attached as Appendix I in the Minute Book. Budget to be used: General Reserves.
- FGP/018** **Internal Auditor's Report**
Members RECEIVED a copy of the Internal Auditor's Report, a copy is attached as Appendix J in the Minute Book.
- Members RESOLVED that Cllr Gayle Cook carry out the first quarterly spotcheck during the last week in July and requested a pro-forma form which Members could complete each time they carried out one of these checks.**
- ACTION:** **Members requested the Clerk set up an additional Committee meeting (before the August meeting) to discuss the Internal Audit Report in more detail.**
- Members NOTED the Internal Auditor has scheduled the next visit for 20th November 2025.
- FGP/019** **Exclusion of Press and Public**
Members RESOLVED 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/020** **Staffing Items**
- a) Staff Occupational Health Report Updates
Members were provided with a verbal update.
 - b) Increase in the parish councils Finance Assistant hours of work.
Members RESOLVED to increase the Finance Assistant's hours by 10 hours per week.
 - c) Recruitment of new staff casual hours / holiday cover staff for library.
Members RESOLVED to approve the recruitment of additional casual staff to cover holidays, illness etc.
 - d) Change in Job title for the Community Projects & Grants Officer.
Members RESOLVED to agree the new job title would be Community Projects and Events Officer.
 - e) Recruitment of new Ellendune Community Centre Caretakers.
Members were provided with a verbal update.

The meeting closed at 19.15.

Signed.....

Date.....

Chairman of the Council