

WROUGHTON PARISH COUNCIL



15 July 2025

Dear Councillor

Members of the Committee
are **summoned** to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **Monday 21st July 2025 at 6.45pm**
at **the Ellendune Community Centre, Barrett Way, SN4 9LW.**

A handwritten signature in black ink, appearing to read 'Emma Freemantle'.

Emma Freemantle
Clerk

AGENDA

1. **Apologies**
To receive apologies.
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24 May 2024.
3. **Public Questions**
To receive and respond to any questions, comments or representations from the public.
(Maximum of 10 minutes).
4. **Minutes**
To confirm as a true record the minutes of the Finance and General-Purpose Committee meeting held on 23rd June 2025 (Copy attached).
5. **Payment Schedule**
 - 5.1 To approve the Parish Councils payment schedule for July 2025 (to follow).
 - 5.2 To approve the Ellendune Community Centres payment schedule for July 2025 (to follow).
6. **Bank Reconciliations & Balance Sheet**
 - 6.1 To receive the bank reconciliations for June 2025 (Copies attached)
 - 6.3 To receive the parish councils balance sheet with listed Earmarked Reserves as at 30 June 2025 (copy attached).
7. **VAT 126 Claim**
To note that the parish councils 1st quarter VAT balance covering transactions 01 April 2025 – 30 June 2025 has been submitted to HMRC.
8. **Retrospective approvals and decisions made in advance of meeting:**
 - 8.1 To note the additional monthly cost of £12.70 for the provision of Microsoft Office and outlook for the Ellendune Community Centre staff which will support the new booking system and invoice process (Copy attached).
 - 8.2 To note the one off cost of £165.00+VAT has been approved for website support in updating the parish council accessibility options on the website (Copy attached).
 - 8.3 To note the previously agreed Accessibility Statement which has now been uploaded and adopted (Statement attached).

8.4 To note that the Wroughton Community Library has received £150 and the parish council £75, from the Duck Race Committee. To note that these funds have been used to offset against the purchase of two new library shelving units and hooks which total the cost of £301+VAT. (Copy attached).

9. Wroughton Community Library Funds

9.1 To note that the Friends of Wroughton Library (WoLF) have transferred the amount of £5,250 over the parish council bank account this month.

9.2 WoLF advise that there is still a reserve of £80 in their bank account which will be used for any final account charges to come out before the account can finally be closed.

10. Council Data Protection Toolkit

To consider a request of the Clerk to sign up to the Council Data Protection Toolkit to support the parish council with the 2025/2026 AGAR submission covering support with GDPR and Data Protection compliance. (Copy attached).

Cost £695 + VAT, Budget Available: General Reserves.

11. CCLA Investment Banking

To note the correspondence received from the Clerk regarding that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager. (Copy attached).

12. Hose Pipe Ban

12.1 To note that the Wroughton Wranglers Cricket Club have previously been given permission by the parish council to use a hose pipe at the Weir Field Pavilion to help water the Cricket Wicket.

12.2 To note the Clerk has advised the Club that the hose pipe ban comes into effect from 22nd July and has advised that they are not to use the hosepipe after this date.

12.3 To consider the correspondence attached, received from the Cricket Club in line with any H&S concerns and legislation, and agree on a response regarding usage whilst the ban is in place. (Copy attached).

13. IT Equipment Purchase

To approve a quote for £629.82 + VAT for the purchase, configuration and set up of a new laptop for the Ellendune Community Centre Manager. (Copy attached).

Budget Available: 4800/550 Ellendune Community Centre - £8,587.

Members of Committee (7)

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr D Archer

Cllr G Cook

Cllr B Keetch

Cllr B Streeton

Cllr H Woodward

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.