



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 21st July 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 H Woodward
Cllr B Streeton
- Public** 1
- FGP/021** **Apologies**
No apologies received.
- FGP/022** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/023** **Public Questions**
There were no members of the public in attendance.
- FGP/024** **Minutes**
Members RESOLVED to approve the minutes to be a true and accurate record of the Finance and General Purposes Committee meeting on 23rd June 2025.
- FGP/025** **Payment Schedule**
a) 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.
b) Members RESOLVED to approve the payment schedule for the Ellendune Community Centre for July 2025, a copy of the schedule can be found as Appendix B in the Minute Book.
- FGP/026** **Bank Reconciliations and Balance Sheet**
Members RECEIVED:
a) The bank reconciliation for June 2025, a copy is attached as Appendix C in the Minute Book.
b) The Parish Council's Balance Sheet with listed earmarked Reserves as at 30th June 2025, a copy is attached as Appendix D in the Minute Book.
- FGP/027** **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. NOTED
- FGP/028** **Retrospective approvals and decisions made in advance of meeting:**
a) Members NOTED 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 as Appendix E in the Minute Book.

- b) Members NOTED 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 of correspondence attached as Appendix F in the Minute Book.
- c) NOTED and previously agreed the parish councils Accessibility Statement which has now been uploaded and adopted.
- d) Members NOTED that the Wroughton Community Library has received £150 and the parish council £75, from the Duck Race Committee. Members NOTED 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. A copy of the purchase information is attached as Appendix G in the Minute Book.

FGP/029

Wroughton Community Library Funds

- a) Members NOTED that the Friends of Wroughton Library (WoLF) have transferred the amount of £5,250 over the parish council bank account this month.
- b) NOTED that 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.
- c) Members RESOLVED to agree that the balance of £5,250 is moved into the library EMR share.

FGP/030

Council Data Protection Toolkit

Members considered 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, a copy of the information is attached as Appendix H in the Minute Book.

All RESOLVED to agree the budget of £695 + VAT, Budget Available: General Reserves and the Clerk to book the session before discount offer expires.

FGP/031

CCLA Investment Banking

Members NOTED 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 of the update is attached as Appendix I in the Minute Book.

RESOLVED to agree that the Clerk request that the account manager return for a visit to the parish councils Finance & General Purposes Committee to answer any questions.

FGP/032

Hose Pipe Ban

Members NOTED 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.

All NOTED 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.

Members considered the correspondence attached, received from the Cricket Club in line with any H&S concerns and legislation, copy of the correspondence is attached as Appendix J in the Minute Book.

All RESOLVED to agree on the following response:

It was resolved that, notwithstanding the current hose pipe ban in effect, Wroughton Wranglers Cricket Club be granted permission to use the hose pipe on the cricket square for the duration of the ban. This exemption is granted strictly for the purpose of maintaining the playing surface in a condition compliant with health and safety requirements.

The decision was made on the grounds that the proper maintenance of the cricket square is essential to ensure the safety of players and officials and to prevent injury caused by unsuitable ground conditions.

This permission is granted with the understanding that water usage will be kept to the minimum necessary and that the club will follow all other relevant guidelines and restrictions as reasonably practicable.

Also the parish council would like to remind the Cricket Club that the hose pipe must be supervised by at least one member of the team when it is in use and not left unattended at any point and cones to be used to prevent trip hazards to the public.

FGP/033

IT Equipment Purchase

Members RESOLVED to agree a quote for £629.82 + VAT for the purchase, configuration and set up of a new laptop for the Ellendune Community Centre Manager, a copy of the quote is attached as Appendix K in the Minute Book.

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

The meeting closed at 19.10.

Signed.....

Date.....

Chairman of the Council