



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 18th August 2025 at 7.30pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

- Present** Cllr J Hewer (Chair)
Cllr D Archer
Cllr G Cook
Cllr H Woodward

Cllr W McGregor
- Public** 1
- FGP/034** **Apologies**
Apologies received from Cllr L Campisano, Cllr B Keetch and Cllr B Streeton.
- FGP/035** **Declarations of Interest & Applications for Dispensation**
No declarations of interest & applications for dispensation were received.
- FGP/036** **Public Questions**
There were no members of the public in attendance.
- FGP/037** **Minutes**
Members RESOLVED to approve the minutes to be a true and accurate record of the Finance and General Purposes Committee meeting on 21st July 2025.
- FGP/038** **Payment Schedule**
Members RESOLVED to approve the payment schedule for August 2025, a copy of the schedule can be found as Appendix A in the Minute Book.

The Clerk advised that a further payment of £6,210 for this quarters rent for the Wroughton Business Park has also been included for payment this month and will need to be retrospectively agreed at the next Finance & General Purposes meeting in September.
- FGP/039** **Bank Reconciliations & Balance Sheet**
A) Members received and NOTED the bank reconciliations for July 2025, copies are attached as Appendix B in the Minute Book.
B) Members received and NOTED the parish councils balance sheet with listed Earmarked Reserves as at 31 July 2025, copies are attached as Appendix C in the Minute Book.
- FGP/040** **S106 Funds**
A) Members NOTED that the parish council is due to receive S106 funds paid by Swindon Borough Council in relation to "The upgrading of play facilities at Barenburgh Field Play space, Wroughton. £15,188.60 towards LEAP / £9,758.40 towards enhancement of sporting facilities in Wroughton.
A copy of the signed form is attached as Appendix D in the Minute Book.

Members discussed the future lease of the Barenburgh Play area and NOTED that the Community Assets & Open Spaces Committee are awaiting confirmation of funds being received before committing to the renewal of the upcoming lease in December.

- B) Members NOTED correspondence received from Swindon Borough Council in relation to the Wichelstowe LLP S106 agreement and reference to funds soon available for the Regeneration and Social Facility contributions, part one of four, which is specifically to be spent in Wroughton. A copy of the wording extracted from the S106 agreement, and officer comments is attached as Appendix E in the Minute Book.

The Clerk provided clarification over how the funds would be allocated and applied for once the threshold of 1600 homes in Wichelstowe has been reached.

Members NOTED that The Parish Council must submit a formal application to Swindon Borough Council (SBC), outlining a viable project that meets the criteria set out in the attached agreement. SBC will not consider releasing the funds until such an application is received and assessed.

Members also NOTED that the funding is specifically allocated for use within central Wroughton and must align with the purposes detailed in the agreement. The funds are not intended for use in Wichelstowe itself and so not appropriate for the new community sports hub.

FGP/041

Ellendune Community Centre Accounts

Members received and NOTED the final accounts for the Ellendune Community Centre for 01 April 2024 to 31 March 2025. A copy is attached as Appendix F in the Minute Book.

Cllr H Woodward asked that an assessment takes places over the Community Centres actions towards seeking best value for money.

Cllr D Archer stated that the centre would not be financially viable, in particular over the next 24 months if the parish council did not step in and fund the larger capital costs such as repairs and maintenance.

Action: Clerk to add the project of assessing the community centres efforts in sourcing best value for money, is added to the next parish council community centre management working party (to be arranged for end of Sep).

FGP/042

Investment Strategy

Members considered the changes and RESOLVED to AGREE to adopt a new Investment Strategy for the parish councils funds. A copy of Strategy is attached as Appendix G in the Minute Book.

FGP/043

Recording of Meetings Policy

Members reviewed and updated the parish councils recording of meetings policy, a copy is attached as Appendix H in the Minute Book.

RESOLVED to AGREE the following additions are made:

- 1) "Meetings are recorded for each committee meeting, including full council and all annual meetings"
- 2) "If necessary and agreed by all present at the meeting, the parish council may also record its working party meetings"

- 3) “ The recording of minutes is to be kept until the next meeting until confirmation of the minutes is formally ratified”.
- 4) “ All minutes are to be uploaded to the website as a DRAFT format until formally ratified at the next meeting”.

FGP/044

Press and Media Policy

Members reviewed the parish councils current press and media policy, a copy is attached as Appendix I in the Minute Book.

The Clerk provided an updated, more detailed version of the policy which highlights the responsibilities and roles of officers and staff, a copy of this item is attached as Appendix J in the Minute Book.

All present agreed to DEFER the agreement of the item until the September Finance & General Purposes Meeting and the Clerk will meet with Cllr W McGregor to look at altering the suggested changes.

FGP/045

CIL Funds

A) Members reviewed the parish councils current projects list and updates from the relevant committees, a copy of the full updated report is now attached as Appendix K in the Minute Book.

B) Members reviewed the parish councils CIL fund balance and respective timescales in line with the items at 12.1 and will use the CIL Funds which expire first if there are not suitable S106 funds which could be used instead

Action: Clerk to now keep list as a standing item on the future Finance & General Purposes Meeting.

FGP/046

Maunsell Way Pavilion Lease

Members RESOLVED to agree funds of up to £700 for legal fees associated with the lease of Maunsell Way Pavilion to the Wroughton History Group, a copy of the lease fees are attached as Appendix L in the Minute Book.

Budget available and agreed: £1,925 4170/100 Professional Fees .

Cllr D Archer abstained from voting due to her non pecuniary interest with the Wroughton History Group.

FGP/047

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/048

Staffing Matters

- a) Members considered a request from a member of staff, a copy of the correspondence is attached in the Confidential Minute Book.

The Finance & General Purposes committees resolution is also attached in the Confidential Minute Book.

- b) Members RESOLVED to DEFER the Occupational Health update item to the next appropriate meeting.
- c) Members NOTED the recent NJC Pay Circular and note that staff will receive backdated pay to April 2025 to bring them in line with the new agreed scales. A copy of the pay scales is attached in the Confidential Minute Book.

FGP/049

Agenda Items

Future agenda items AGREED:

Bus Boulevard enquiry as to why coaches are not allowed to use the new Bus Boulevard in Flemming Way.

Cllr G Cook stated that she would raise this with SBC in her ward councillor capacity.

The meeting closed at 8.51pm.

Signed.....

Date.....

Chairman of the Council