

# WROUGHTON PARISH COUNCIL



14 October 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 20<sup>th</sup> October 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**
  - 4.1 To confirm as a true record the minutes of the Finance and General-Purpose Committee meeting held on 22<sup>nd</sup> September 2025 (Copy attached).
5. **Payment Schedule**
  - 5.1 To approve the Parish Councils payment schedule for October 2025 (to follow).
  - 5.2 To approve the Ellendune Community Centres payment schedule for September and October 2025 (to follow).
6. **Bank Reconciliations & Balance Sheet**
  - 6.1 To receive the bank reconciliations for September 2025 (Copies attached)
  - 6.2 To receive the parish councils balance sheet with listed Earmarked Reserves as at 30<sup>th</sup> September 2025 (copy attached).
7. **VAT Return – 2<sup>nd</sup> Quarter**
  - 7.1 To note the VAT return for the parish council has been submitted for the 2<sup>nd</sup> Quarter 2025.
  - 7.2 To note the VAT return for the Ellendune Community Centre CIO has been submitted for the 2<sup>nd</sup> Quarter 2025.
8. **Parish Council Insurance**
  - 8.1 To note the parish councils insurance renewal has been agreed and reasonable adjustments made for levels of cover in line with the parish councils asset register (Copy attached).
  - 8.2 To receive a verbal update from the Clerk regarding the desktop evaluations for the parish council owned buildings.

8.3 To note that the Ellendune Hall Trusts previous public liability insurance policy will be cancelled as new cover is now in place under Wroughton Parish Council as Sole Trustee.

**9. 2025/2026 Precept Payment**

To note that the second instalment of precept totalling £364,852.50 was received from Swindon Borough Council on 17 September 2025.

**10. Credit Agreement New Trade Account**

To retrospectively approve the new credit account agreement for Hermeq, a new provider for parish council grounds maintenance equipment, i.e. barriers, fencing, traffic management cones [HERMEQ | Leading UK Manufacturers, Distributors & Installers](#) (Copy attached)

**11. 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**

**12. Staffing Matters**

To receive and note the update from the Clerk regarding any staffing items.

**Members of Committee (7)**

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr D Archer

Cllr G Cook

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.