



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 20th October 2025 at 6.45pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

- Present** Cllr L Campisano (Vice Chair)
Cllr D Archer
Cllr G Cook
Cllr B Streeton
Cllr H Woodward
- Cllr G Overbury also present.
- Public** 1
- FGP/068** **Apologies**
Apologies received from Cllr J Hewer.
- FGP/069** **Declarations of Interest & Applications for Dispensation**
There were no declarations of interest & applications for dispensation were received.
- FGP/070** **Public Questions**
No members of the public present.
- FGP/071** **Minutes**
Members RESOLVED to approve the minutes to be a true and accurate record of the Finance and General Purposes Committee meeting on the 22nd September 2025.
- FGP/072** **Payment Schedule**
Members received and RESOLVED to agree the Parish Councils payment schedule for October 2025, a copy is attached as Appendix A in the Minute Book.
- Members noted that the Ellendune Community Centres payment schedule was complete however only just issued before the meeting. Members NOTED this would be circulated via email for retrospective approval.
- Members NOTED that the expenditure for the Wroughton Business Park (Grounds Team Workshop) needs reviewing as the business rates and rental expenditure will need adjusting. The Clerk confirmed that journals also need to be implemented to move certain expenditure to the correct code.
- FGP/073** **Bank Reconciliations & Balance Sheet**
Members received and NOTED the bank reconciliations for September 2025, a copy is attached as Appendix C in the Minute book.
- Members received and NOTED the parish councils balance sheet with listed Earmarked Reserves as at 30th September 2025, a copy of the documents are attached as Appendix D in the Minute Book.

Members revisited the previous full council Project List from September and discussed this in line with the current EMR and general reserves balance. All present NOTED that the following projects are in hand or due to be started within the current financial year, they total:

- **Alexandra Park Funds** – £25,510 Hogging Path S106 funds will be allocated along with consultation of the Alexandra Park Residents Association and Management Company.
- **Solar Farm Funds** – Up to £56,000 agreed for tree work and ongoing tree maintenance for WPC owned trees only, will be spent.
- **Election Funds** - £6,900 will be required next financial year.
- **Trees for Climate** - £11,570 from general reserves allocated to staff hours, equipment, planting and ongoing maintenance.
- **Maunsell Way Maintenance** – Roller shutter maintenance est £3,000
- **Ellendune Community Centre** - £18,000 already allocated for the entrance and office works.
- **Ellendune General Maintenance** – Up to £5,000 **on stage door repairs**
- **Defibrillators x 2** - £6,000 allocated, one for Alexandra Park and 1 x Wroughton Business Park.
- **Weir Field Pavilion changing room flooring** – can est up to £3,000 for repair to damp, damaged flooring in one changing room. Isolated area.
- **Neighbourhood Plan Consultant** - £15K allocated for advice and planning
- **Parish Council Signage** – Costs tbc (est £20,000)
- **Vehicle activated speed signage** – Costs tbc (est £12,000)
- **Bowls Club / Ellendune Footpath** – Est £25,000
- **Weir Field Footpath** – Costs tbc (£45,000)
- New – Parish council residents survey – what would residents like to see enhanced or implemented within the parish. (£2,500)

Total of the parish council funds allocated to projects = £149,980

Total of the parish council budget which **includes the estimates for above projects = £254,480**

FGP/074

VAT Return – 2nd Quarter

Members NOTED that VAT return for the parish council has been submitted for the 2nd Quarter 2025.

Members NOTED that the VAT return for the Ellendune Community Centre CIO has been submitted for the 2nd Quarter 2025.

Action: The Clerk to ensure that the VAT refund from the 1st Quarter is refunded to the Ellendune Community Centre bank account.

FGP/075

Parish Council Insurance

Members NOTED the parish councils insurance renewal has been agreed and reasonable adjustments made for levels of cover in line with the parish councils asset register. A copy of the renewal notice is attached as Appendix E in the Minute Book.

The Clerk provided an update and confirmed that the amendments to the policy have been listed within the attached report which is now Appendix F in the Minute Book. Cllr D Archer also confirmed she had reviewed the new policy.

The Clerk advised that the desk top valuations have not yet been completed however are in hand for the next two weeks. Once received the insurers need to be updated as soon as possible.

All NOTED that the Ellendune Hall Trusts previous public liability insurance policy has now been cancelled as new cover is now in place under Wroughton Parish Council as Sole Trustee.

Cllr L Campisano requested that the ECC share of the policy is charged back to the Trust to ensure that their accounting records allow for this cost.

Action: The Clerk to ensure the ECC is invoiced for their share of the insurance policy.

The Clerk also confirmed that the centre manager is creating a new inventory for the community centre and this will be taken back to the next ECC working party mid-November.

FGP/076 2025/2026 Precept Payment

NOTED the second instalment of precept totalling £364,852.50 was received from Swindon Borough Council on 17 September 2025. A copy is attached as Appendix G in the Minute Book.

FGP/077 Credit Agreement New Trade Account

Members 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](#)

A copy of the agreement is attached as Appendix H in the Minute Book.

FGP/078 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/079 Staffing Matters

The Clerk provided a verbal update to the committee regarding the Deputy Clerks training schedules, staff sickness and absences generally and the Grounds Manager reduction in hours later this year.

Clerk confirmed that a further update will follow at the next F&GP meeting.

The meeting closed at 7.09 pm.

Signed.....

Date.....

Chairman of the Council