



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 17th November 2025 at 6.45pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

Present

Cllr J Hewer (Chair)
Cllr L Campisano (Vice Chair)
Cllr G Cook
Cllr B Streeton
Cllr H Woodward
Cllr M Smith

Clerk – Emma Freemantle
Finance Assistant - Zoe Dyer

Public

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FGP/080

Apologies

Apologies received from Cllr D Archer.

FGP/081

Declarations of Interest & Applications for Dispensation

There were no declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24 May 2025.

FGP/082

Public Questions

There were no members of the public present.

FGP/083

Minutes

Members RESOLVED to approve the minutes to be a true and accurate record of the Finance and General Purposes Committee meeting on the 20th October 2025.

FGP/084

Payment Schedule

Members RESOLVED to approve the Parish Councils payment schedule for November 2025, a copy can be found as Appendix A in the Minute Book.

Members RESOLVED to approve the Ellendune Community Centres payment schedule for November 2025, a copy can be found as Appendix B in the Minute Book.

All NOTED the changeover in bank account for the Ellendune Community Centre, the Clerk confirmed that the EHT bank account remains open to allow for any deposits or payments still to leave the previous account however the new ECC CIO Co Op bank account is now active.

The Chair advised that he is still in need of completing his authorisation process on line before he can approve payments.

FGP/085

Bank Reconciliations & Balance Sheet

Members received and NOTED the bank reconciliations for October 2025, a copy of each reconciliation can be found as Appendix C in the Minute Book.

Members received and NOTED the parish councils balance sheet with listed Earmarked Reserves as at 31st October 2025, a copy of which can be found as Appendix D in the Minute Book.

All parish councillors agreed the next Projects and Priorities meeting will be on Wednesday 26th November 2025 at 7pm, all parish councillors invited.

FGP/086 **Parish Council Insurance – Desktop Valuations**

Item DEFERRED – all NOTED that the desktop valuations are not yet complete.
Item taken forward to next Finance and General Purposes Committee meeting.

FGP/087 **Subscription Renewal**

Members NOTED the parish councils renewal of membership to the National Allotment Society, a copy is attached as Appendix E in the Minute Book.

FGP/088 **Karcher Service Agreement (Road Sweeper)**

Members received and reviewed the service agreement for the parish councils road sweeper and RESOLVED to agree to the new service agreement. A copy of the agreement is attached as Appendix F in the Minute Book.

The Clerk confirmed that the road sweeper does come with issues and breaks down regularly however the service package is required to enable its full usage and capacity.

If future arrangements and purchases are required then the preferred model would be to lease the road sweeper.

FGP/089 **IT Hardware Support**

Members received and considered quotes for IT hardware support and ongoing replacement plan for Laptop devices, a copy of which appears as Appendix G in the Minute Book.

All NOTED that the support and replacement program applies to the parish office, library and community centre laptop devices (x 8 in total).

Members RESOLVED to agree the quote as attached from Flotek for the following costs:

Monthly cost to support 8x devices £200.00 which works out £25.00 per month per machine.

Members RESOLVED to agree the cost of 2 x new machines – cost £55.74 per month for 36 months.

Budget Available: General Reserves

FGP/090 **Ellendune Community Centre Maintenance – Quotes to approve**

Members received the report from the contractor following recent repair works to the main hall stage doors at the community centre – note one door / runner has been repaired, a copy of the report can be found as Appendix H in the Minute Book.

The Clerk confirmed the works were carried out on 08th October and the stage doors are now active again.

Members considered the quote for the servicing and repair to the remaining four stage doors in the main hall, all RESOLVED to agree to the new quote provided, a copy of which is attached as Appendix I in the Minute Book.

Members considered quotes for the replacement fire doors, and framework which lead onto the Community Centre garden, a copy of which is attached as Appendix J in the Minute Book. Clerk confirmed that she will be discussing the quotes with the parish councils H&S consultant tomorrow and will seek his advice regarding the steel and aluminium doors.

Members RESOLVED to agree to purchase doors as soon as possible once advice has been received from the H&S Consultant.

Budget Available: ECC 4800/550 - £1,856

Budget Available: EMR Workshop 355 - £5,406

FGP/091

Replacement Notice Board – Alexandra Park

Members considered two quotes for a replacement notice board at Alexandra Park, a copy of which is attached as Appendix J in the Minute Book.

All RESOLVED to agree to proceed with the larger board, total of 6 A4 size inserts at a cost of £1,714.59 + VAT , budget to be used : **EMR 341 CIL Funds / £59,653**

FGP/092

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/093

Staffing Matters

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

Members NOTED the resignation of the Deputy Clerk and agreed to arrange an exit interview as soon as practically possible with two members of the Finance & General Purposes Committee.

The meeting closed at 19:27.

Members of Committee (7)

Cllr J Hewer (Chair)

Cllr L Campisano (Vice Chair)

Cllr D Archer

Cllr G Cook

Cllr B Streeton

Cllr M Smith

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.

Signed.....

Date.....

Chairman of the Council