

WROUGHTON PARISH COUNCIL



10 December 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 15th December 2025 at 6.45pm**
at **the Ellendune Community Centre, Barrett Way, SN4 9LW.**

A handwritten signature in blue 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 2025.
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 17th November 2025 (Copy attached).
5. **Payment Schedule**
 - 5.1 To approve the Parish Councils payment schedule for December 2025 (to follow).
 - 5.2 To approve the Ellendune Community Centres payment schedule for December 2025 (to follow).
6. **Bank Reconciliations & Balance Sheet**
 - 6.1 To receive the bank reconciliations for November 2025 (attached).
 - 6.2 To receive the parish councils balance sheet with listed Earmarked Reserves as at 30th November 2025 (attached).
7. **Parish Council Insurance – Desktop Valuations**
To receive the updated valuations for the parish councils assets and note the Parish Councils insurance broker has been notified accordingly (to follow).
8. **Energy Contracts – Grounds Team Workshop (Unit 1)**
 - 8.1 To agree the new fixed term for gas supply for the grounds team workshop.
 - 8.2 To agree the new fixed term for electricity supply for the grounds team workshop.
(Copies attached).

9. Rialtas Booking System Improvements – Ellendune Community Centre.

To consider the quote of £690 + VAT (annual cost) for the improvements to the Rialtas booking system for progression onto cloud base software. This will enable public access to the interactive calendar, payments on line and provide a better administration process for community centre. (Copy of details attached).

Budget available: General Reserves

10. Vehicle Servicing Quotes

To consider quotes from TH White for the following services on the Grounds Team Machinery (Attached):

10.1 Kubota STV40 tractor,

10.2 Ransomes HR300,

10.3 Ransomes HR380

Budget Available: Vehicle Maintenance 4605/450 General Reserves

11. Winter Newsletter 2026

11.1 To approve up to £1,200 for the printing of the new Winter 2026 newsletter.

11.2 To approve up to a maximum of £1,000 for the distribution of the new Winter 2026 newsletter and note that delivery is to be arranged for early February 2026.

Budget Available: Newsletter 4165/100 General Reserves

12. Parish Council Draft Budget 2026/2027

12.1 To receive the precept demand information and request from Swindon Borough Council (copy attached)

12.2 To note the increase in tax base figures to 3880.1 which is an increase in 3.5% band D dwellings.

12.3 To consider the parish councils draft budget for the next financial year and the respective precept demand (To follow)

12.4 Make recommendations to the full council meeting with an agreed budget and subsequent precept demand for 19th Jan 2026 meeting.

13. 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**

14. Staffing Matters

14.1 To receive and consider the recommendations from the Clerk regarding various items.

14.2 To approve the recruitment timeline, job advert for the new Deputy Clerk role.

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.