



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 15th December 2025 at 6.45pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

- Present**
- Cllr J Hewer (Chair)
Cllr D Archer
Cllr G Cook
Cllr B Streeton
Cllr M Smith
- Clerk – Emma Freemantle
Finance Assistant - Zoe Dyer
- Public** **0**
- FGP/094** **Apologies**
Apologies received from Cllr L Campisano and Cllr H Woodward.
- FGP/095** **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/096** **Public Questions**
There were no members of the public present.
- FGP/097** **Minutes**
Members RESOLVED to approve the minutes to be a true and accurate record of the Finance and General Purposes Committee meeting on the 17th November 2025.
- FGP/098** **Payment Schedule**
- 1) Members RESOLVED to approve the Parish Councils payment schedule for December 2025, a copy can be found as Appendix A in the Minute Book.
 - 2) 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.
- FGP/099** **Bank Reconciliations & Balance Sheet**
- 1) Members received and NOTED the bank reconciliations for November 2025, a copy of each reconciliation can be found as Appendix C in the Minute Book.
 - 2) Members received and NOTED the Balance Sheet, a copy of which can be found as Appendix D in the Minute Book.
- FGP/100** **Parish Council Insurance – Desktop Valuations**
Clerk confirmed that the desk top valuation requests for all parish buildings has now been submitted to the parish councils insurance company. Copies of the valuations can be found as Appendix E in the Minute Book.

- FGP/101** **Energy Contracts – Grounds Team Workshop (Unit 1)**
- 1) Members considered a one year and three year contract for the energy supply to the Grounds Team Workshop (Unit 1).
 - 2) Members RESOLVED to agree a three year contract, a copy of which is attached as Appendix F in the Minute Book.
- FGP/102** **Rialtas Booking System Improvements – Ellendune Community Centre.**
- Members considered and RESOLVED to agree the quote of £690 + VAT (annual cost) for the improvements to the Rialtas booking system for progression onto cloud base software. Members NOTED that this will enable public access to the interactive calendar, payments on line and provide a better administration process for community centre.
Copy of the detail can be found as Appendix G in the Minute Book.
- FGP/103** **Vehicle Servicing Quotes**
- Members considered quotes from TH White for the following services on the Grounds Team Machinery as follows:
- Kubota STV40 tractor,
 - Ransomes HR300,
 - Ransomes HR380
- All present RESOLVED to agree the servicing quote and the Grounds Manager is to arrange as soon as practically possible. Copy of quote attached as Appendix H in the Minute Book.
Budget agreed: Vehicle Maintenance 4605/450 General Reserves
- FGP/104** **Winter Newsletter 2026**
- 1) Members RESOLVED to approve up to £1,200 for the printing of the new Winter 2026 newsletter.
 - 2) Members RESOLVED to approve up to a maximum of £1,000 for the distribution of the new Winter 2026 newsletter and NOTED that delivery is to be arranged for early February 2026.
- Budget agreed:** Newsletter 4165/100 General Reserves
- FGP/105** **Parish Council Draft Budget 2026/2027**
- 1) Members received and NOTED the precept demand information and request from Swindon Borough Council, a copy of the detail can be found as Appendix I in the Minute Book.
 - 2) Members NOTED the increase in tax base figures to 3880.1 which is an increase in 3.5% band D dwellings.
 - 3) Members considered the parish councils draft budget for the next financial year and the respective precept demand, a copy of the draft budget can be found as Appendix J in the Minute Book.
- Members RESOLVED to agree to recommend to full council that parish council include a higher Remembrance Event budget as it is facing issues with next years road closure process.
Members agreed to bring the draft budget back to the next meeting and adjustments to be discussed via email. Precept increase to be kept as low as possible and under 10%.
- FGP/106** **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**

Staffing Matters

- 1) Members received a verbal update from the Clerk and considered the recommendations within the report. Members RESOLVED to agree with all recommendations and a copy of which can be found in the Confidential Minute Book.
- 2) Members RESOLVED to agree to advertise the role on various platforms such as the SLCC, WALC and Indeed and agreed to apply a deadline of 16th January 2026 for applicants - with interviews taking place at the end of January.

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