



WROUGHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 19th January 2026 at 6.45pm
at the Ellendune Community Centre, Barrett Way. Wroughton.

Present

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

Clerk – Emma Freemantle
Finance Assistant - Zoe Dyer

Public

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FGP/108

Apologies

There were no apologies.

FGP/109

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/110

Public Questions

There were no members of the public present.

FGP/111

Minutes

Members RESOLVED to approve the minutes to be a true and accurate record of the Finance and General Purposes Committee meeting on the 15th December 2025.

FGP/112

Payment Schedule

- 1) Members RESOLVED to approve the Parish Councils payment schedule for January 2026, a copy can be found as Appendix A in the Minute Book.
- 2) Members NOTED the Ellendune Community Centre payment schedule was not yet complete and this would follow to be retrospectively approved at the next meeting.

Action – ECC payments are to be processed monthly at the same time as the parish council payments however the Clerk advised that the payment of salaries will differ to that of the parish council.

FGP/113

Bank Reconciliations & Balance Sheet

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

Members received and NOTED the Balance Sheet, a copy of which can be found as Appendix C in the Minute Book.

FGP/114

Tree Maintenance Quote

Members received and considered the quote from Southern Forestry for the beat up of trees at Maunsell Way, Falkirk Road and Belmont Green. A copy can be found as Appendix D in the Minute Book.

All NOTED that the remaining budget available via SBC under the Climate for Tree Grant from 2022 is £9,407.50, this is ringfenced for work relating to the trees and whips planted at Boness Road Secret Garden, Maunsell Way Field, Falkirk Field, Belmont Green, and Wharf Road hedge. (Min ref CAOS/078 from Jan 25)

All NOTED that a maintenance report will be presented to the next CA & OS committee in Feb 2026 to agree that future beat ups and replanting becoming business as usual for the parish council grounds team.

Members RESOLVED to agree the quote attached for Appendix D cost £750+VAT for Southern Forestry to take on this work - Budget to be used: 4650/450.

FGP/115

Christmas Tree Quote 2026

Members RESOLVED to agree the 2026 Christmas tree quote for this year's light switch on event, a copy of the quote is attached as Appendix E in the Minute Book.
Budget Available: 4750/500.

FGP116

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/117

Staffing Matters

The Clerk provided a verbal update regarding the recruitment of the Deputy Clerk and that the shortlisting of applicants will take place on 28th 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