

WROUGHTON PARISH COUNCIL



17 February 2026

Dear Councillor

Members of the Committee
are **summoned** to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **Monday 23rd February 2026 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 19th January 2026 (Copy attached).
5. **Payment Schedule**
 - 5.1 To approve the Parish Councils payment schedule for February 2026 (to follow).
 - 5.2 To approve the Ellendune Community Centres payment schedule for February 2026 and note the retrospective approval for the payments Dec 25 – Jan 26 (to follow).
6. **Bank Reconciliations & Balance Sheet**
 - 6.1 To receive the bank reconciliations for January 2026 (attached).
 - 6.2 To receive the parish councils balance sheet with listed Earmarked Reserves as at 31st January 2026 (attached).
7. **Service Level Agreement (SLA) Wroughton Bowls Club**
To note, as agreed and recommended the Community Assets and Open Spaces Committee, the signing of the SLA between the parish council and Wroughton Bowls Club for maintenance services provided March 2026 – October 2027 (copy attached)
8. **Service Level Agreement (SLA) Young Swindon and Wiltshire (Youth Provision)**
To note, as agreed at the previous Finance and General Purposes Committee, the signing of the SLA between the parish council and Young Swindon and Wiltshire for Youth Services provide 2026 – 2027 (Copy attached).

9. Internal Audit Report

- 9.1 To receive and note the parish councils internal auditors report (copy attached).
- 9.2 To arrange a date for committee members to meet to discuss the action points raised via the auditor's report – bringing actions to the March F&GP meeting.

10. Parish Councillor Allowances 26/27

To review and consider parish council allowances for the 2026-2027 financial year, note that 15 vacancies have been budgeted for in line with the attached schedule (copy attached).

11. Parish Council Policies

To review and adopt the following policies:

- 11.1 S137 Grant Application Form and Policy (Copy attached)
- 11.2 Community Infrastructure Levy (CIL) Policy (Copy attached)
- 11.3 AI Usage Policy (Copy attached)

12. Ellendune Community Centre Building Works

To receive an update from the Clerk regarding the ongoing building works at the Ellendune Community Centre and consider the payment process for the last two invoices (Copy attached).

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 a verbal update from the Clerk regarding any staffing matters.
- 14.2 To consider a request from the Allotment and Administration Officer regarding working hours (Copy attached).

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.