



## **WROUGHTON PARISH COUNCIL**

### **FINANCE & GENERAL PURPOSES COMMITTEE**

Minutes of the meeting held on Monday 23<sup>rd</sup> February 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 Officer - Zoe Dyer
- FGP/118**      **Apologies**  
To receive apologies.
- FGP/119**      **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/120**      **Public Questions**  
No members of the public present.
- FGP/121**      **Minutes**  
Members RESOLVED to confirm as a true record the minutes of the Finance and General-Purpose Committee meeting held on 19<sup>th</sup> January 2026.
- FGP/122**      **Payment Schedule**  
Members RESOLVED to approve the Parish Councils payment schedule for February 2026, a copy is attached as Appendix A in the Minute Book.
- Members RESOLVED to approve the Ellendune Community Centres payment schedule for February 2026 and also NOTED the retrospective approval for the payments Dec 25 – Jan 26, a copy of the backdated payments are attached as Appendix B in the Minute Book.
- Actions:**      Finance Officer to include more detail in transaction detail when processing invoices.  
Clerk and Finance Officer to work towards moving the ECC payments for approval in line with the parish councils. Note, this would affect payroll dates for ECC staff.
- FGP/123**      **Bank Reconciliations & Balance Sheet**  
Members received and NOTED the bank reconciliations for January 2026, copy attached as Appendix C in the Minute Book.

Members received and NOTED the parish councils balance sheet with listed Earmarked Reserves as at 31<sup>st</sup> January 2026, copy attached as Appendix D in the Minute Book.

All NOTED that the Unity Bank account is now closed after the successful transfer of £203,781.49 into the CCLA Account. Interest rate of CCLA (to follow) is estimated at 3.7635%..

**FGP/124**

**Service Level Agreement (SLA) Wroughton Bowls Club**

Members NOTED, 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 is attached as Appendix E in the Minute Book.

The Clerk confirmed that work will start at the Bowls Green after the Easter Weekend on Wednesday 08<sup>th</sup> April. T

The Chair signed the SLA at the meeting.

**FGP/125**

**Service Level Agreement (SLA) Young Swindon and Wiltshire (Youth Provision)**

Members NOTED, 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. A copy is attached as Appendix F in the Minute Book.

Members expressed interest and willing to provide more Youth Work hours to the parish, all AGREED to ask if Young Swindon and Wiltshire would have more capacity to take on more hours and also if the Youth Team would attend a meeting in the near future to provide an update.

All AGREED that consideration be given to the 2027/2028 budget setting process for the provision of additional Youth Work.

**FGP/126**

**Internal Audit Report**

Members received and NOTED the parish councils internal auditors report, a copy is attached as Appendix G in the Minute Book.

Members RESOLVED to agree to arrange a date for committee members to meet to discuss the action points raised via the auditor's report, a date before the end of April will be arranged between the Clerk and Committee members to address actions raised.

**FGP/127**

**Parish Councillor Allowances 26/27**

Members considered the parish council allowances for the 2026-2027 financial year and NOTED that 15 vacancies have been budgeted for in line with the attached schedule.

Members RESOLVED to agree to adopt the schedule attached, copy as Appendix H in the Minute Book.

**FGP/128**

**Parish Council Policies**

Members reviewed and RESOLVED to agree to adopt the following policies:

S137 Grant Application Form and Policy, final copies attached as Appendix I in the Minute Book

Community Infrastructure Levy (CIL) Policy, final copy is attached as Appendix J in the Minute Book.

AI Usage Policy, amendment to section 12, Clerk, not CEO – copy is attached as Appendix K in the Minute Book.

- FGP/129**      **Ellendune Community Centre Building Works**  
The Clerk provided a verbal update regarding the new front door system and building works at the Ellendune Community Centre. Members RESOLVED to agree to withhold payment for the final invoice until the works are complete.
- FGP/130**      **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/131**      **Staffing Matters**  
Thee Clerk provided a verbal update regarding the new Deputy Clerk who will be joining the parish council in early April.  
Members considered a request from the Allotment and Administration Officer regarding working hours and RESOLVED to agree with the request, copy is held in the Confidential Minute Book.

**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.

**CLOSED MEETING AT 19.29,**