

**WROUGHTON & WICHELSTOWE
PARISH COUNCIL**



16 June 2026

Dear Councillor,

You are **summoned** to attend the
FINANCE AND GENERAL PURPOSES MEETING
to be held on **MONDAY 22nd JUNE 2026** at **6.30pm**
at **The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW**

A handwritten signature in black 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 2026.
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 20th April 2026 (Copy attached).
5. **Payment Schedule**
 - 5.1 To approve the Parish Councils payment schedule for June 2026 (to follow).
 - 5.2 To approve the Ellendune Community Centres payment schedule for June 2026 and note the previous payments retrospectively approved for May 2026.
6. **Bank Reconciliations & Balance Sheet**
 - 6.1 To receive the bank reconciliations for April and May 2026 (attached).
 - 6.2 To receive the parish councils balance sheet with listed Earmarked Reserves as at 31st May 2026 (attached).
7. **Bank Account Interest**
To note the interest received for the previous financial year 2025/2026 (copy attached).
8. **Flag Flying Policy**
To review and consider changes to the parish councils Flag Flying Policy 2026. (Copy attached).
9. **Bank Mandate**
To review the parish councils existing bank mandate and change signatories as required. (Forms attached).

10. S137 Grant Applications

10.1 To consider grant applications received from:

A) Wroughton & Wichelstowe Youth Football Club £2,000

B) Vision 4 Wroughton £1,000

10.2 To make any recommendations to the next Full Council meeting whether grants should be awarded from the Council's allocated Section 137 budget for the current financial year.

11. Audit Actions

To receive and formally note the Finance Working Party action list from the meeting held on 29th April 2026. (Copy attached)

12. Councillor Mailbox Migration

To note the retrospective approval of the transfer of the Parish Council's councillor email mailbox management service to Flotek, as detailed in the attached report. (Copy attached).

13. Councillor Training Session

To consider a quote for parish councillor in person training to be held a suitable time in August for all to members to attend. The Councillor training will cover all Councillor fundamentals such as financial responsibilities, Code of Conduct training and general governance (copy attached).

14. 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**

15. Staffing Items

To receive a report from the Clerk regarding staffing items. (Copy to follow).

16. Future Agenda Items

To table any future agenda items raised by members.

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.