

WROUGHTON & WICHELSTOWE PARISH COUNCIL



16 June 2026

FINANCE AND GENERAL PURPOSES MEETING

MONDAY 22nd JUNE 2026 at 6.30pm

Held at The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW

MINUTES

Present

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

Clerk – Emma Freemantle
Deputy Clerk – Thomas Howarth
Finance Officer - Zoe Dyer

FGP/001

Apologies

No apologies received.

FGP/002

Declarations of Interest & Applications for Dispensation

There were no Declarations of Interest nor applications for dispensation required by the Code of Conduct adopted by the Parish Council on 24 May 2026.

FGP/003

Public Questions

There were no members of the public present.

FGP/004

Minutes

Members RESOLVED to agree as a true record the minutes of the Finance and General-Purpose Committee meeting held on 20th April 2026.

FGP/005

Payment Schedule

Members RESOLVED to approve the Parish Councils payment schedule for June 2026, copy attached as Appendix A in the Minute Book.

Members RESOLVED to approve the Ellendune Community Centres payment schedule for June 2026 and note the previous payments retrospectively approved for May 2026, copies attached as Appendix B in the Minute Book.

Action: Finance Officer to ensure sub totals included at each months schedule.

FGP/006

Bank Reconciliations & Balance Sheet

Members received and NOTED the bank reconciliations for April and May 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 31st May 2026, copy is attached as Appendix D in the Minute Book.

FGP/007 Bank Account Interest

Members NOTED the interest received for the previous financial year 2025/2026, a copy is attached as Appendix E in the Minute Book.

The Clerk explained that this June F&GP meeting is the first one since the April finance / audit working party meeting and that the parish councils internal auditor has received the notes and information.

FGP/008 Flag Flying Policy

Members reviewed both versions of the Flag Flying Policy and RESOLVED to adopt the shorter version, a copy of which is attached as Appendix F in the Minute Book.

Action: typo to correct at 5.2.

FGP/009 Bank Mandate

Members reviewed the parish councils existing bank mandate and RESOLVED to agree to change signatories as required, it was agreed that all F&GP members become signatories of the bank account. Copies of the mandate forms for the Co Op Bank are attached as Appendix G in the Minute Book.

FGP/010 S137 Grant Applications

Members considered grant applications received from the following organisations:

Wroughton & Wichelstowe Youth Football Club £2,000 Members agreed that the proposed storage container is a worthwhile idea; however, concerns were raised regarding its proposed location. The Finance Officer confirmed that the container is intended to be purchased and installed near the new Wichelstowe Sports Hub base.

Members RESOLVED to recommend that the club reapply for funding for a different project that is time-specific and can be completed within the current financial year, as the storage container will not be required for approximately two years.

The club is also encouraged to submit a new application for the storage container project closer to the time, once the Wichelstowe Sports Hub has been developed.

Vision 4 Wroughton £1,000 – Members noted that the Parish Council has received a grant application from Vision 4 Wroughton for the installation of a garden base for the shed located at the rear of the Ellendune Community Centre garden.

Members discussed whether the Parish Council's Grounds Team could undertake the proposed works. Members therefore RESOLVED to place the application on hold pending confirmation of whether the Grounds Team is able to complete the project.

Should the works be carried out by the Grounds Team, the Parish Council would be happy to consider a new grant application from Vision 4 Wroughton for an alternative project.

FGP/011 Audit Actions

Members received and formally NOTED the Finance Working Party action list from the meeting held on 29th April 2026, copy attached as Appendix H in the Minute Book.

FGP/012

Councillor Mailbox Migration

NOTED the retrospective approval of the transfer of the Parish Council's councillor email mailbox management service to Flotek, as detailed in the attached report. A copy of the agreed quote and detail is attached as Appendix I in the Minute Book.

NOTE – Councillor email addresses will remain the same for communication preferences and the migration will take place on the 02nd and 03rd July 2026.

FGP/013

Councillor Training Session

Members considered a quote for parish councillor in person training to be held a suitable time in August for all to members to attend. All RESOLVED to agree the Councillor training will cover all Councillor fundamentals such as financial responsibilities, Code of Conduct training and general governance. Copy of the correspondence is attached as Appendix J in the Minute Book.

Training Date AGREED - Wednesday 19th August 6.00pm - 09.00pm.

FGP/014

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/015

Staffing Items

Members received an update report from the Clerk regarding staffing items.

FGP/016

Future Agenda Items

To table any future agenda items raised by members.

Members request that the parish council projects and priorities meeting is held to review existing and new projects, consider in line with budget setting and update any new councillors

Action: Clerk to arrange via email with date / time.

Members of Committee (7)

Cllr J Hewer (Chair)
Cllr D Archer (Vice Chair)
Cllr L Campisano
Cllr G Cook
Cllr M Smith
Cllr M Trigg
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