

WROUGHTON & WICHELSTOWE PARISH COUNCIL



Finance & General Purposes Meeting

MONDAY 20th July at **6.30 pm**

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

MINUTES

Attending

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

Officers: Clerk, Emma Freemantle
Finance Officer, Zoe Dyer

Public: Cllr Robbie Easter

FGP/017 **Apologies**
Cllr Gayle Cook

FGP/018 **Declarations of Interest & Applications for Dispensation**
There were no Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 17 May 2026.

FGP/019 **Public Questions**
Cllr R Easter attended as a non-committee member.

FGP/020 **Minutes of the Previous Meeting**
Members RESOLVED to agree as a true record the minutes of the Finance and General-Purpose Committee meeting held on 22 June 2026.

FGP/021 **Payment Schedule**
Members RESOLVED to approve the Parish Councils payment schedule for July 2026, copy attached as Appendix A in the Minute Book.

Member AGREED to approve the Ellendune Community Centres payment schedule for July 2026 via email and the Finance Officer will circulate via email. A copy of the Ellendune Community Centre is attached as Appendix B in the Minute Book.

FGP/022 **Bank Reconciliations & Balance Sheet**
Members received and NOTED the bank reconciliations for June 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 30 June 2026, copy attached as Appendix D in the Minute Book.

FGP/023

Social Media Policy

Members reviewed and an amended version of the parish councils Social Media Policy, a copy of the copy is attached as Appendix E in the Minute Book.

Cllr Woodward asked for clarification about when councillors can post and what are the dos and don'ts as an individual vs on behalf of the parish council. The Clerk confirmed the process and advised that members need to be clear if they are posting on behalf of themselves as and individual or on behalf of the parish council.

Cllr L Campisano asked for this subject to be covered with the upcoming councillor training session in September along with the cover of further Code of Conduct information.

Cllr D Archer asked for clarification over bulletins posted and created by political parties.

The Clerk will seek further information and training requests which can be fed back at the next appropriate meeting.

FGP/024

S137 Grant Applications

Members considered a grant application received from the Wroughton Wranglers Cricket Club a copy of which is attached as Appendix F in the Minute Book.

Members RESOLVED to agree to recommend to the next Full Council meeting that the Grant is accepted and £2,000 is put forward to the full council for approval. The funds will be used for the purchase of a new cricket roller.

FGP/025

Library Expenditure

Members NOTED the retrospective approval of items purchased for the library following the generous donation from the Duck Race Committee, a copy of the list is attached as Appendix G in the Minute Book.

AGREED - Budget to be used: Total £391.78 = £200.00 Donation from Duck Race and £191.78 remaining to be used from General Reserves

FGP/026

Retrospective Approvals

Members retrospectively NOTED and APPROVED the following operational expenditure and commitments, previously circulated to the F&GP Committee on 1 July 2026, the email approval list is attached as Appendix H in the Minute Book.

New Vehicle Signage – Order placed at a cost of £695 + VAT. Installation is pending completion of production.

New Play Area Signage Gym Equipment Weir Field – Item delivered now awaiting installation.

Grounds Team Training – Booking of two grounds team members onto the Playground Inspection Training Course on 1 December 2026, at a cost of £370 + VAT per person. This is standard training undertaken by Grounds Team members following successful completion of their probationary period.

Councillor & Staff ID Badges – Progression of the ID badge project, including obtaining quotations for badge production, holders and lanyards, with final costs to be reported to the Committee and to be signed off at tonight's meeting.

FGP/027

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/028

Staffing Items

Members received a report from the Clerk regarding staffing items and RESOLVED to agree with the recommendations, a copy of which is held within the Confidential Minute Book.

FGP/029

Grounds Team Vacancy

Members RESOLVED to agree to recruit a temporary contracted member of staff to support the Grounds Team in managing the current workload. There are currently two members of the team off work and the recruitment will help assist over a three-month period.

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