

**WROUGHTON & WICHELSTOWE
PARISH COUNCIL**



FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the Meeting Held

MONDAY 17th August at 6.45pm

MINUTES

Attending

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

Officers:

Clerk, Emma Freemantle
Finance Officer, Zoe Dyer
Deputy Clerk, Thomas Howarth

FGP / 030

Apologies

Apologies received from Cllr M Trigg.

FGP / 031

Declarations of Interest & Applications for Dispensation

There were no Declarations of Interest or applications for dispensation required by the Code of Conduct adopted by the Parish Council on 17 May 2026.

FGP / 032

Public Questions

No members of the public present.

FGP / 033

Minutes of the Previous Meeting

Members RESOLVED to confirm the minutes of the meeting held on 20th July as a true record of the previous Finance & General Purposes meeting.

FGP / 034

Ellendune Community Centre Funding

Members received a verbal update from the Finance Officer in relation to funding opportunities to assist projects and improvements at the Community Centre.
A further formal update will be available at the full council meeting in September.

FGP / 035

Payment Schedule

Members received and agreed the parish councils payments schedule for August 2026, a copy of which is attached as Appendix A in the Minute Book.

FGP / 036

Bank Reconciliations

Members received and NOTED the bank reconciliations for July 2026, a copy of the reconciliations are attached as Appendix B in the Minute Book.

Cllr H Woodward has asked for more detail each month on the line for CIL funds as a reminder of which development the funds have originated from.

FGP / 037 Income & Expenditure Report and Balance Sheet

Members NOTED the Income and Expenditure reports for July 2026, a copy is attached as Appendix C in the Minute Book.

Members NOTED the Balance Sheet for July 2026 and a copy is attached as Appendix D in the Minute Book.

The Chair raised questions over the Msc Income – 1900/100 from the 25/26 income and expenditure report. Note that the £22,264.84 is broken down as follows:

£14,655.50	S106 Langton Park Funds
£6,403.34	VAT Refund / return
£650.00	MSH Landlord Defib Sponsorship
£500.00	RJ Sponsorship Christmas Event
£18.00	WADAMS TEN payment from event

The transactions listed above were the re allocated before the year end leaving the current year misc. income as 0.

FGP / 038 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.**

The Finance Officer left the meeting.

FGP / 039 Staffing Items

Members NOTED the correspondence received from the Occupational Health Consultant in relation to the Grounds Team Managers latest appointment and report.

Members NOTED and retrospectively agreed to the correspondence received and the response issued by the Chair, to the Grounds Team Manager.

A copy all staffing reports will be found in the Confidential Minute Book.

Members received an updated report from the Clerk regarding staffing matters and also noted that the recruitment of a temporary Grounds Team Member on a three-month contract had been successfully completed, with appointment covering the months of August, September and October.

The meeting closed at 7.25pm.

Signed.....

Date.....

Chairman of the Council