

**WROUGHTON & WICHELSTOWE
PARISH COUNCIL**



16th September 2026

Dear Councillor,

You are **summoned** to attend the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **MONDAY 21st September 2026 at 6.45pm at**
The Deanery CE Academy , Peglars Way, Wichelstowe, Swindon, SN1 7DA

A handwritten signature in black ink, appearing to read 'Emma Freemantle'.

Emma Freemantle
Clerk

AGENDA

Attending

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 17 May 2026.
3. **Public Questions**
To receive and respond to any questions, comments or representations from the public. (Maximum of 10 minutes).
4. **Minutes of the Previous Meeting**
To confirm as a true record the minutes of the Full Council meeting held on 17th August 2026 (Copy attached).
5. **Parish Councillor Co Option Vacancy Policy**
To consider and formally adopt the policy attached to assist with the future of councillor recruitment. (Copy attached)
6. **Payment Schedule**
 - 6.1 To receive and note the parish councils payments schedule for September 2026 (Copy to follow)
 - 6.2 To receive and note the Ellendune Community Centre payment schedule for September 2026 (Copy to follow)
7. **Bank Reconciliations**
 - 7.1 To note the bank reconciliations for August 2026 (Copies attached)
 - 7.1 To note the completion of the transfer of funds from the Nationwide Savings Account to the parish councils current account, Co Op Bank Account.

8. **Income & Expenditure Report, Balance Sheet and Earmarked Reserves (EMR)**
8.1 To note the Income and Expenditure reports for August 2026 (Copy attached)
8.2 To note the Balance Sheet for August 2026 (Copy attached).
8.3 To note the updated EMR report for the parish councils funds (copy attached).
9. **Play Area Repair / Safety – Thorney Park Play Area**
To note the retrospective approval of costs associated with the repair, including labour costs of the Thorney Park Play Area, quote attached for the repair of the gate, cost £862.00 + VAT.
Budget Available : 4455/400
10. **S137 Grant Applications**
10.1 To consider grant applications received from:
A) Wroughton Men's Football Club £1,000 (attached)
B) Swindon Food Collective £2,000 (attached)
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. **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.**
12. **Staffing Items**
To receive an update from the Clerk regarding ongoing staffing matters:
Absence of the Grounds Team Manager
Grounds Team Leader update
Staff Appraisals
Library Staff Recruitment
Extension of contract for newest Grounds Team member.

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.