

**WROUGHTON & WICHELSTOWE
PARISH COUNCIL**



13th October 2026

Dear Councillor,

You are **summoned** to attend the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **MONDAY 19th October** at **6.45pm**
at **The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW**

A handwritten signature in blue 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 21st September 2026 (Copy attached).
5. **Payment Schedule**
 - 5.1 To receive and approve the parish councils payments schedule for October 2026 (Copy to follow)
 - 5.2 To receive and approve the Ellendune Community Centres payment schedule for October 2026 (Copy to follow).
6. **Bank Reconciliations**
To note the bank reconciliations for September 2026 (Copies attached)
7. **Income & Expenditure Report, Balance Sheet and Earmarked Reserves**
 - 7.1 To note the Income and Expenditure reports for September 2026 (Copy attached)
 - 7.2 To note the Balance Sheet for September 2026 (Copy attached).
 - 7.3 To note the parish councils EMR breakdown with detail of allocations. (Copy attached)

8. Ellendune Community Centre – Expenditure Approval

- 8.1 To consider the attached information and approval for the installation of new electricity meter for the Ellendune Community Centre (Copy attached).
- 8.2 Retrospective Approval of Quote – Replacement of Leaking Water Main Stopcock for the community centre. Cost £217.56 + VAT (Copy attached).

9. Parish Council Equipment – Expenditure Approval

To approve expenditure of £635.12 + VAT for the purchase of new mower hammers, as per the attached quotation. The existing hammers have reached the minimum limit for further sharpening, and the new hammers are required to be fitted before March. (Copy attached)

10. CIL Funds – Receipt

To note the incoming receipt of £43,324.35 in Community Infrastructure Levy (CIL) funds from SBC for the period April to September 2026, relating to application S/RES/20/0555 – Land to the Rear of Woodland View. See attached confirmation letter for information.

11. VAT Return – Second Quarter

To note the VAT 126 Claim for the Parish Council and Ellendune Community Centre CIO has been submitted covering 01/07/2026 to 30/09/2026.

12. 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.**

13. Staffing Items

- 13.1 To receive copies of updated correspondence from the Clerk on staffing items relating to the long term absence of the Grounds Team Manager.
- 13.2 To note correspondence with the Wiltshire Pension Fund.
- 13.3 To consider and agree any actions.

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.