WROUGHTON & WICHELSTOWE PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES
MONDAY 21st September 2026 at 6.45pm

The Deanery CE Academy, Peglars Way, Wichelstowe, Swindon, SN1 7DA

Minutes

Attending Cllr J Hewer (Chair)
Cllr G Cook
Cllr H Woodward
Cllr M Trigg

Officers: Clerk, Emma Freemantle
Finance Officer, Zoe Dyer
Deputy Clerk, Thomas Howarth
Community, Events & Projects, Amanda Woodhead

FGP / 040 **Apologies**
Apologies received from Cllr L Campisano, Cllr M Smith and Cllr D Archer (Vice Chair)

FGP / 041 **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 / 042 **Public Questions**
There were no members of the public present.

FGP / 043 **Minutes of the Previous Meeting**
Members RESOLVED to AGREE the minutes as a true record the meeting held on 17th August 2026.

FGP / 044 **Parish Councillor Co Option Vacancy Policy**
Members considered the draft policy, a copy is attached as Appendix A in the Minute book.
The policy is there to assist with the future councillor recruitment process.
Members RESOLVED to adopt the new policy with the addition of three core questions which should be asked of all parish candidates. Questions to be agreed at the next F&GP Meeting.

FGP / 045 **Payment Schedule**
Members RESOLVED to AGREE the parish councils' payments schedule for September 2026, copy attached as Appendix B in the Minute Book.

Cllr G Cook enquired about the bills for from Scottish Power when we have solar panels. The Finance Officer explained that Scottish power and British Gas are for the pavilions and workshop. Not the community centre.

Members RESOLVED to AGREE the Ellendune Community Centre payment schedule for September 2026, a copy of which is attached as Appendix C in the Minute Book.

FGP / 046 **Bank Reconciliations**

Members NOTED the bank reconciliations for August 2026, copies of which are attached as Appendix D in the Minute Book.

Members also NOTED the completion of the transfer of funds from the Nationwide Savings Account to the Parish Council's current Co-op Bank Account.

Members raised questions regarding the Nationwide payment and the difference between the recorded and actual amounts. The Clerk confirmed that this was due to the bank statements being one month behind and interest being calculated up to the date the account was closed.

The Clerk confirmed that this would be verified once the final bank statement had been received.

FGP / 047 **Income & Expenditure Report, Balance Sheet and Earmarked Reserves (EMR)**

Members received and NOTED the Income and Expenditure reports for August 2026, copy attached as Appendix E in the Minute Book.
Members NOTED the Balance Sheet and EMR sheet for August 2026, a copy is attached as Appendix F in the Minute Book.

FGP / 048 **Play Area Repair / Safety – Thorney Park Play Area**

Members NOTED 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
Copy of the quote and information is attached as Appendix G in the Minute Book.

Cllr H Woodward queried the value of the quote. The Projects and Events Officer confirmed that the cost included the required parts and labour to complete the gate repair in a single visit, avoiding a second call-out fee and further increasing the cost.

FGP / 049 **S137 Grant Applications**

Members considered grant applications received from:

A) Wroughton Men's Football Club £1,000 (attached as Appendix H in the Minute Book)
B) Swindon Food Collective £2,000 (attached as Appendix I in the Minute Book)

Members considered both applications and RESOLVED to recommend that the Wroughton Men's FC grant is put forward to full council for approval in October.
Further questions regarding the Food Collective application need to be sent back to the organisation to establish more detail, including a full set of accounts and how statistics are arrived at for the Ridgeway School.

Action: the Clerk will write to the Swindon Food Collective to ask further questions.

FGP / 050 **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 / 051 **Staffing Items**

Members received a verbal update from the Clerk regarding staffing items as follows:

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.

A copy of the Clerks follow up written report is attached in the Confidential Minute Book.

The meeting closed at 7.28pm.

Signed.....

Date.....19/10/2026.....

Chairman of the Council

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.