WROUGHTON & WICHELSTOWE
PARISH COUNCIL

17th November 2026

Dear Councillor,

You are **summoned** to attend the
FINANCE AND GENERAL PURPOSES COMMITTEE
to be held on **MONDAY 23rd November** at **6.45pm**
at **The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW**



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 19th October 2026 (Copy attached).

5. Payment Schedule
- 5.1 To receive and approve the parish councils payments schedule for November 2026 (Copy to follow)
- 5.2 To receive and approve the Ellendune Community Centres payment schedule for November 2026 (Copy to follow).
- 5.3 To note the retrospective approvals for both the parish council and Ellendune Community Centre, details attached.

6. Bank Reconciliations
To note the bank reconciliations for October 2026 (Copies attached)

7. Income & Expenditure Report, Balance Sheet and Earmarked Reserves
- 7.1 To note the Income and Expenditure reports for October 2026 (Copy attached)
- 7.2 To note the Balance Sheet for October 2026 (Copy attached).
- 7.3 To note the parish councils EMR breakdown with detail of allocations. (Copy attached)

8. Bank Updates

8.1 CCLA – Public Sector Investment Fund Update - To note the updates regarding banking arrangements from the CCLA (Copy attached).

8.2 Co Operative Bank – to note the parish council can now manage its banking arrangements at the Coventry Building Society in Wootton Bassett (Copy attached).

9. Service Level Agreement (SLA) The Parish Council and the Wroughton Bowls Club

To review the charges and grass cutting frequency within the existing SLA arrangement ahead of confirming the details for the 2027 season.
To liaise with the Bowls club once the committee has agreed the new terms (Copy attached)

10. S137 Grant Application – Swindon Food Collective

10.1 To review the grant application submitted by Swindon Food Collective, together with the additional information provided in response to the Committee's previous queries regarding the delivery and monitoring of the Feeding Little Bellies programme and the evidence of local need within Wroughton and Wichelstowe.

10.2 Members are asked to reconsider the application and determine whether to recommend the award of a grant to Full Council.

11. Winter Mower Service

11.1 To consider the three quotations received for the winter servicing and maintenance of the Parish Council's vehicles, totalling £2,897.69 plus VAT (Copies attached). Budget code available 4605/450 – Vehicle Maintenance, original budget £5,500, with £3,927.71 remaining.

11.2 Members are asked to review the quotations and approve the proposed expenditure of £2,897.69 plus VAT, with the servicing to be scheduled for January 2027.

12. Omega Purchase Order Package

To consider and approve the purchase of the additional Purchase Order package for the Parish Council's existing Omega finance software. (Copy attached)

The new module will support the budget-setting process by providing greater visibility of committed expenditure, enabling more accurate budget monitoring and improving financial reporting and audit trails.

13. 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 and Contractual / Commercial Considerations.**

14. Cleaning Contract

To consider the attached proposal for the extension of the Parish Council's existing cleaning contract, covering cleaning services at the Weir Field Pavilion, Maunsell Way Pavilion Outside WC, Parish Office, Grounds Team Workshop and the public toilets at Ellendune Community Centre (Copy attached)

Members are asked to review the proposal and agree whether to proceed with the contract extension.

15. Play Area Maintenance – Alexandra Park

15.1 To note the maintenance required for the Alexandra Park Play Area and for the need to replace the play area gates and to consider the report attached with supporting details (Copy attached).

15.2 To consider the use of the S106 funds allocated to the Alexandra Park Play Area – EMR 370 - £80,828.51.

16. <u>Staffing Items</u>

16.1 To retrospectively note the update from the Clerk distributed via email to the committee on 11th November (Copy attached).

16.2 To consider and agree any recommendations as recommended by the Clerk (copy to follow.)

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.