



WROUGHTON PARISH COUNCIL

17 May 2021

Dear Councillor,

You are **summoned** to attend a meeting of the
ANNUAL PARISH COUNCIL
to be held on **MONDAY 24 MAY 2021** at **7:30pm**
at **Legge House, House Conference Centre, Church Hill**

If you wish to attend the meeting please contact the Clerk in advance clerk@wroughton.gov.uk. Public access will be managed in accordance with COVID-19 restrictions.

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

Emma Freemantle
Clerk

AGENDA

1. **Election of Chair for 2021/22**
To elect a Chair of Wroughton Parish Council for 2021/22.
2. **Election of Vice Chair for 2021/22**
To elect a Vice Chair of Wroughton Parish Council for 2021/22.
3. **Apologies**
To receive apologies.
4. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 1 July 2012.
5. **Public Questions**
To receive and respond to any questions, comments or representations from the public.
(Maximum of 10 minutes).
6. **Minutes**
To confirm as a true record the minutes of the Parish Council meeting held on Monday 22 April 2021. (copy attached).
7. **Chairs Report**
To receive a report from the Chair.
8. **Ward Councillor Update**
To receive a report from Ward Councillors.
9. **Parish Council Representatives' Report**
To receive reports from Members of outside bodies.

- 10. Terms of Reference & Delegation Scheme**
To consider and approve the Terms of Reference and Delegation Scheme for 2021/22 (copy attached).
- 11. Appointment of Committees**
To review and approve the Committee membership for 2021/22.
- 12. Election of Chair of the Planning and Highways Committee for 2021/22**
To elect a chair of the Planning and Highways Committee for 2021/22.
- 13. Election of Vice-Chair of the Planning and Highways Committee for 2021/22**
To elect a Vice-Chair of the Planning and Highways Committee for 2021/22.
- 14. Election of Chair of the Community Assets Committee for 2021/22**
To elect a Chair of the Community Assets Committee for 2021/22.
- 15. Election of Vice-Chair of the Community Assets Committee for 2021/22**
To elect a Vice-Chair of the Community Assets Committee for 2021/22.
- 16. Election of Chair of the Open Spaces Committee for 2021/22**
To elect a Chair of the Open Spaces Committee for 2021/22.
- 17. Election of Vice-Chair of the Open Spaces Committee for 2021/22**
To elect a Vice-Chair of the Open Spaces Committee for 2021/22.
- 18. Finance & General Purpose Committee 2021/22**
To agree two additional members for the Finance & General Purpose Committee for 2021/22.
- 19. Appointment of Working Parties**
To review and approve the Working Parties for 2021/22. To appoint members onto the Working Parties as necessary. (copy attached)
- 20. Appointment of Trustees**
To review and appoint Trustees as necessary to The Ellendune Hall Trust, Wroughton Community Asset Trust and Wroughton Community Trust.

2020/21 WPC Trustee Membership
EHT - Cllr L Campisano, Cllr D Hooper
WCAT - Cllr A Richards
WCT - Cllr A Richards, Cllr J Hewer, Cllr C Clark
- 21. Review of Membership of Other Bodies**
To review and note continued membership of other bodies (copy attached).
- 22. Representatives on Outside Bodies**
To review and approve the Council's representatives on outside bodies for 2021/22 (copy attached).

23. **Review of Standing Orders**
To review and adopt Standing Orders (copy attached).
24. **Review of Financial Regulations**
To review and adopt the Financial Regulations (copy attached).
25. **Review of Policy Documents**
To review all other policy documents in the index (copy attached).
26. **Review of the Asset Register**
To review the Asset Register (copy attached).
27. **Review of Insurance**
To confirm that arrangements for insurance cover in respect of all insured risks is in place (copies attached).
28. **Councillor Co-option**
To note that a notice of casual vacancy was issued by the Clerk on 05 May 2021. The notice period ends on Monday 24 May 2021.

To agree a date for Councillor co-option interviews, provided that no election is called.

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.