



## WROUGHTON PARISH COUNCIL

10 May 2022

Dear Councillor,

You are **summoned** to attend a meeting of the  
**ANNUAL COUNCIL MEETING**  
to be held on **MONDAY 16 MAY 2022 at 7:30pm**  
at **The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW**

If you wish to attend the meeting please contact the Clerk in advance [clerk@wroughton.gov.uk](mailto:clerk@wroughton.gov.uk).

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

Emma Freemantle  
Clerk

### AGENDA

1. **Election of Chair for 2022/23**  
To elect a Chair of Wroughton Parish Council for 2022/23.
2. **Declaration of Office**  
To receive declaration of acceptance from the newly elected Chairman of the Council.
3. **Election of Vice Chair for 2022/23**  
To elect a Vice Chair of Wroughton Parish Council for 2022/23.
4. **Declaration of Office**  
To receive declaration of acceptance from the newly elected Vice Chair Council.
5. **Apologies**  
To receive apologies.
6. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24 May 2021.
7. **Councillor Resignation**  
To receive and note any councillor resignations.
8. **Public Questions**  
To receive and respond to any questions, comments or representations from the public.  
(Maximum of 10 minutes).
9. **Minutes**  
To confirm as a true record the minutes of the Parish Council meeting held on Monday 19 April 2022 (copy attached).

10. **Chairs Report**  
To receive a report from the Chair.
11. **Ward Councillor Update**  
To receive a report from Swindon Borough Ward Councillors.
12. **Parish Council Representatives' Report**  
To receive reports from Members of outside bodies.
  - Transport Reps
  - Ellendune Hall Trust
  - Wroughton Community Asset Trust
  - Duck Race Committee
  - Carnival Committee
13. **Carnival Fun Fair**  
To approve the extended operational hours of the Carnival Fun Fair on the Weir Field to Friday 08 July through to Sunday 10 July 2022.
14. **Calendar of Meetings**  
To note the meeting dates for 2022/2023 (copy attached).
15. **Terms of Reference & Delegation Scheme**  
To consider and approve the Terms of Reference and Delegation Scheme for 2022/23 (copy attached).
16. **Appointment of Committees**  
To review and approve the Committee membership for 2022/23.
17. **Election of Chair of the Planning and Highways Committee for 2022/23**  
To elect a chair of the Planning and Highways Committee for 2022/23.
18. **Election of Vice-Chair of the Planning and Highways Committee for 2022/23**  
To elect a Vice-Chair of the Planning and Highways Committee for 2022/23.
19. **Election of Chair of the Community Assets Committee for 2022/23**  
To elect a Chair of the Community Assets Committee for 2022/23.
20. **Election of Vice-Chair of the Community Assets Committee for 2022/23**  
To elect a Vice-Chair of the Community Assets Committee for 2022/23.
21. **Election of Chair of the Open Spaces Committee for 2022/23**  
To elect a Chair of the Open Spaces Committee for 2022/23.
22. **Election of Vice-Chair of the Open Spaces Committee for 2022/23**  
To elect a Vice-Chair of the Open Spaces Committee for 2022/23.
23. **Finance and General Purposes Committee**  
To confirm the membership of the Finance and General Purposes Committee for 2022/2023.

**24. Appointment of Working Parties**

To review and approve the Working Parties for 2022/23.

To appoint members onto the Working Parties as necessary. (copy attached)

**25. Appointment of Trustees**

To review and appoint Trustees as necessary to the following Trusts:

- The Ellendune Hall Trust
- Wroughton Community Asset Trust
- Wroughton Community Trust.

**26. Review of Membership of Other Bodies**

To review and note continued membership of other bodies (copy attached).

**27. Representatives on Outside Bodies**

To review and approve the Council's representatives on outside bodies for 2022/23 (copy attached).

**28. Review of Standing Orders**

To review and adopt Standing Orders (copy attached).

**29. Review of Financial Regulations**

To review and adopt the Financial Regulations (copy attached).

**30. Review of Policy Documents**

To review all other policy documents in the index (copy attached).

**31. Parish Council Projects**

To receive an update from the Community Projects and Grants Officer regarding ongoing projects within the parish. (to follow)

**32. The Queens Platinum Jubilee**

To receive a verbal update from the Clerk regarding the event brief for this year's Platinum Jubilee scheduled for Saturday 04 June 2022.

**33. Mower Purchase**

To approve the recommendation of the Finance & General Purpose Committee to approve the quote from TH White for the Ransomes HR380 for £37,700.

Cost to be met from EMR Vehicle & Machinery £16,360 and EMR Asset Replacement & Renewal £21,340.  
(Minute reference FGP/281)

**34. Parish and Town Clerks Forum**

To receive the minutes of the Parish and Town Clerks Forum dated 26 April 2022 (copy attached)

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.