



WROUGHTON PARISH COUNCIL

21 September 2022

Dear Councillor,

You are **summoned** to attend a meeting of the
PARISH COUNCIL to be held on **TUESDAY 27 September 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.

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

Emma Freemantle
Clerk

AGENDA

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 24 May 2022.
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 22 August 2022.
(Copy attached)
5. **Chairs Report**
To receive a report from the Chair.
6. **Ward Councillor Update**
To receive a report from Swindon Borough Ward Councillors.
7. **Parish Council Representatives' Report**
To receive reports from Members of outside bodies.
 - Transport Reps
 - Ellendune Hall Trust
 - Wroughton Community Asset Trust

8. Payment Schedule

To note the retrospective approval of the September 2022 payment schedule.
(Copy attached)

9. Software Purchase

To consider quotes for the following purchases (Copies attached):

- OMEGA Asset Register Package
- OMEGA Allotment Database

Budget available: 4145 / 100: £2,723

10. Parish and Town Clerks Forum

To receive the minutes from the last Parish and Town Clerks Forum dated 24 August 2022.
(Copy attached)

11. Grounds Team Workshop

To receive a verbal update from the Clerk regarding the Grounds Team workshop location and potential future premises.

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: **Commercially and Contractually Sensitive**

13. Co-option of Councillors

To co-opt up to five new members onto Wroughton Parish Council.

To agree on a interview date for further applicants.

14. Wroughton Community Asset Trust

To receive a report from the Clerk regarding the staffing model for the Wroughton Community Library.

(Copy to follow)

15. Parish Council Insurance

To consider and approve the parish council's insurance cover from 01 October 2022.

(Copy to follow)

16. Staffing Matters

To receive a verbal update from the Chair regarding the Clerks annual leave request.

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.