



Update for Wroughton Parish Council

Work Experience Placements

February 2023

We have been approached by two Ridgeway Year 12 (Lower Sixth) pupils regarding work experience placements for week commencing 20 March 2023. Our plan is to offer both students a chance to work here and have drawn up a draft programme, subject to them wishing to proceed with a part time placement. Emma Freemantle, Clerk to Wroughton Parish Council has contacted the applicants with this offer.

Our overall draft plan for the students is as follows:

Monday 20 March	Both Student A and Student B – 1.5 hours in the morning for an overall briefing and will also attend the WPC meeting 7.30pm that night
Tuesday 21 March morning	Student A
Tuesday 21 March afternoon	Student B
Wednesday 22 March morning	Student A
Wednesday 22 March afternoon	Student B
Thursday 23 March morning	Student A
Thursday 24 March afternoon	Student B
Friday 25 March morning	Both Student A and B for 2 hours in the morning

As you will see, we are keen that both students attend the Full Parish Council meeting on Monday 20 March as this will allow them to meet our Parish Councillors, help them see our council structure in action and gain an oversight of some of matters we deal with.

As well as receiving an overview on some of the responsibilities of Wroughton Parish Council, our committee structure and overall ways of working we would like to set some tasks which the students can work more independently on. They are required to prepare a piece of written work to submit to their school as part of their placement so this should help them with their evidence.

We will ensure all risk assessments are completed in advance of the placements commencing and that any relevant health and safety information is communicated to the students.

The tasks we have listed below for them to complete may be subject to change bearing in mind new projects, queries or work which may become a priority for Wroughton Parish Council in the meantime. We do not expect all of these to be completed but are keen that students are able to match some of their workload to their skills and interests.

Some of the tasks we are likely to give them include:

- Creating a new monthly update in Powerpoint including taking some new photographs
- Writing the Wroughton Monthly magazine article for next month.
- Scoping how £12,000 could be spent at Moat Pond to improve the area.
- Scoping a new pergola and any other improvements at Secret Garden within a £3,000 budget.
- Developing an online resident survey for the new Weirfield play area.
- Writing a blog piece for on our WPC page
- Surveying the exiting Weirfield play area. Taking photos and give us some ideas on what we might like to improve.
- Develop ideas on how to deter dog fouling in Wroughton's public spaces.
- New Parish Councillor promotion – what could we do to attract more councilors or encourage existing councilors to restand?.
- Develop ideas for a new litter bin poster competition for Wroughton schools
- Develop ideas on how Wroughton Parish Council could improve their links with schools and young residents.
- Complete a summary on Friday on what they have learnt during the week. What they have enjoyed and what improvements they would suggest.
- General office administration including filing, shredding, laminating and resident questions.

If you have any other suggestions or ideas for tasks, please let Amanda Woodhead, Community Projects and Grants Officer know.