



## WROUGHTON PARISH COUNCIL

14 May 2024

Dear Councillor,

You are **summoned** to attend the  
**ANNUAL COUNCIL MEETING**  
to be held on **MONDAY 20 May 2024 at 7:30pm**  
at **The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW**

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

Emma Freemantle  
Clerk

### AGENDA

1. **Election of Chair for 2024/2025**  
To elect a Chair of Wroughton Parish Council.
2. **Apologies**  
To receive apologies.
3. **Co Option of Parish Councillor**  
To consider applications for the parish councils co option vacancy.
4. **Election of Vice Chair for 2024/2025**  
To elect a Vice Chair of Wroughton Parish Council.
5. **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 2023.
6. **Public Questions**  
To receive and respond to any questions, comments or representations from the public. (Maximum of 10 minutes).
7. **Minutes of the Previous Meeting**  
To confirm as a true record the minutes of the Full Council meeting held on 15 April 2024. (Copy attached)
8. **Ward Councillor Update**  
To receive a report from Swindon Borough Ward Councillors.
9. **Parish Council Representatives' Report**  
To receive reports from Members of outside bodies:
  - Transport Reps
  - Ellendune Hall Trust
  - Carnival Committee
  - Friends of Wroughton Library

10. **SMASH Youth Work**  
To receive an update from the Community Projects and Grants Officer regarding the parish councils Youth Work (Copy attached).
11. **D-Day Landings 80 Year Anniversary on 6 June 2024**  
To receive a report from the Community Projects and Grants Officer regarding the parish councils involvement with the D Day anniversary on 06 June. (Copy attached).
12. **Swindon Local Councils Forum (SLCF)**  
To receive the minutes and agendas from the most recent meetings:

|      |                  |                                |
|------|------------------|--------------------------------|
| 12.1 | 15 February 2024 | SLCF Mins                      |
| 12.2 | 11 April 2024    | SBC Transfer of Services notes |
| 12.3 | 23 May 2024      | SLFC Agenda                    |
13. **National Volunteers Week 03 June – 09 June 2024**

|      |                                                                                                                                |
|------|--------------------------------------------------------------------------------------------------------------------------------|
| 13.1 | To receive a verbal update from the Clerk regarding the parish council's involvement with this years National Volunteers Week. |
| 13.2 | To note the hosting of a coffee morning on Monday 03 June 2024 in the community library for local volunteers to attend.        |
14. **Terms of Reference & Delegation Scheme**  
To consider and approve the Terms of Reference and Delegation Scheme for 2024/25 (Copy attached).
15. **Appointment of Committees**  
To review and approve the Committee membership for 2024/25 (Copy attached).
16. **Election of Chair of the Planning and Highways Committee for 2024/25**  
To elect a chair of the Planning and Highways Committee for 2024/25.
17. **Election of Vice - Chair of the Planning and Highways Committee for 2024/25**  
To elect a Vice-Chair of the Planning and Highways Committee for 2024/25.
18. **Election of Chair of the Community Assets and Open Spaces Committee for 2024/25**  
To elect a Chair of the Community Assets Committee for 2024/25.
19. **Election of Vice - Chair of the Community Assets and Open Spaces Committee for 2024/25**  
To elect a Chair of the Community Assets Committee for 2024/25.
20. **Calendar of Meetings**  
To agree the new calendar of meetings with new Committee titles for 2024/25.
21. **Appointment of Working Parties**  
To review and approve the Working Parties for 2024/25. To appoint members onto the Working Parties as necessary (Copy attached).
22. **Appointment of Trustees onto the Ellendune Hall Trust (EHT)**  
To review and appoint Trustees as necessary until the EHT formally closes and remains active under the parish council as Sole Trustee.
23. **Representatives on Outside Bodies**  
To review the continued membership of other outside bodies (Copy attached).
24. **Review of Membership of other Bodies**  
To review the parish council's membership with outside bodies (Copy attached).

**25. Review of Standing Orders**

To review and adopt Standing Orders (Copy attached).

**26. Review of Financial Regulations**

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

**27. Review of Policy Documents**

To NOTE the review all other policy documents will continue at the June F&GP meeting.

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.