



WROUGHTON PARISH COUNCIL

Out of Hours Policy

Issue Date: July 2018

Review Date: May 2025

Version: 1.1

Introduction

This Wroughton Parish Council opening times are advertised on the website (www.wroughton.gov.uk) and on the Parish Noticeboards.

The Parish Council staff will not be available outside of these times.

Aims

The Parish Council aims to direct residents to the appropriate assistance during 'out of hours' times.

Emergencies

In the event of an emergency members of the public should contact the relevant emergency services and refer to the Wroughton Parish Council Emergency Plan.

Useful Contact Numbers:

Emergency Services:	999
Police (non-emergency):	101
NHS Direct:	111
Dog Warden:	01793 466453
Thames Water (blocked drains):	0800 316 9800
Thames Water (water leaks):	0800 714 614
National Grid (Gas leaks):	0800 111 999
SSE (Electricity):	0800 783 8838
SBC (Traffic Lights):	01793 466453

There is a defibrillator positioned outside The Ellendune Community Centre and on St Johns Road, Wroughton. The access codes can be obtained from the emergency service control room (999).

Minor Issues

In the event of a minor issue which does not constitute as an emergency but requires attention before the available open hours of the Parish Council Office, residents should contact a Parish Councillor. A full contact list is available on the Parish Council website and on all village noticeboards.

If the incident can wait until the next available working hours the resident should contact the Parish Council using the following details as soon as is practicable:

Telephone: 01793 814735

Email: admin@wroughton.gov.uk

In Person: Parish Council Office, Ellendune Community Centre, Barrett Way, Swindon, SN4 9LF.

Policy Review

Register of review and amendments

Date	Description	Page Number	Committee
July 2018	Issue	All	FC
May 2023	Added defib info (v1.1)	2	FC