



WROUGHTON PARISH COUNCIL

14 May 2025

Dear Councillor,

You are **summoned** to attend the
ANNUAL COUNCIL MEETING
to be held on **MONDAY 19 May 2025 at 7:00pm**
at **The Ellendune Community Centre, Barratt Way, Wroughton, SN4 9LW**

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

Emma Freemantle
Clerk

AGENDA

1. **Election of Chair for 2025/2026**
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 2025/2026**
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 2024.
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 22 April 2025. (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:
 - 9.1 Transport Reps
 - 9.2 Carnival Committee
 - 9.3 Friendship Café
 - 9.4 Wroughton & Wichelstowe Closed Churchyard
 - 9.5 Wroughton History Group

10. **Wroughton Community Library**
To receive a report from the parish councils Library Supervisor (Copy attached).
11. **SMASH Youth Work**
To receive an updated schedule of events from the parish councils Youth Team SMASH (Copy attached).
12. **Wichelstowe Update**
 - 12.1 To receive a verbal update from the Chair.
 - 12.2 To receive a summary update from the Community Projects and Grants Officer regarding recent networking events with multiple interested parties in the Wichelstowe area (to follow).
 - 12.3 To note the update following a recent meeting with the Wiltshire FA (to follow)
13. **Terms of Reference & Delegation Scheme**
To consider and approve the Terms of Reference and Delegation Scheme for 2025/26 (Copy attached).
14. **Appointment of Committees**
To review and approve the Committee membership for 2025/26 (Copy attached).
15. **Election of Chair of the Planning and Highways Committee for 2025/2026**
To elect a chair of the Planning and Highways Committee for 2025/2026.
16. **Election of Vice - Chair of the Planning and Highways Committee for 2025/2026**
To elect a Vice-Chair of the Planning and Highways Committee for 2025/2026.
17. **Election of Chair of the Community Assets and Open Spaces Committee for 2025/26**
To elect a Chair of the Community Assets Committee for 2025/2026.
18. **Election of Vice - Chair of the Community Assets and Open Spaces Committee for 2025/26**
To elect a Chair of the Community Assets Committee for 2025/2026.
19. **Calendar of Meetings**
To note the current calendar of meetings for 2025/2026.
20. **Appointment of Working Parties**
 - 20.1 To review and approve the Working Parties for 2025/26.
 - 20.2 To appoint members onto the Working Parties as necessary (Copy attached).
 - 20.3 To agree the TOR and membership for the new Hills Working Party Meeting, as recommended by the Community Assets and Open Spaces Committee on 14 May.
21. **Ellendune Community Centre Management Working Party**
 - 21.1 To receive the notes from the latest Ellendune Community Centre Management Working Party (copy attached).
22. **Ellendune Community Centre Constitutional Update**
 - 22.1 **Step 1** - To note that the community centre and its staff have previously been operated by the original Ellendune Hall Trust (EHT), under the original constitution.
 - 22.2 **Step 2** - To note the previous Trustees resolved to close the Trust and invest all cash and assets to the newly formed Ellendune Community Centre CIO (ECC CIO).
 - 22.3 **Step 3** - To note that The Parish Council has now been appointed to act as Sole Trustee of the Ellendune Community Centre CIO (ECC CIO) in 2024 and this has been actioned.
 - 22.4 **Step 4** – To note that whilst Step 3 has been completed successfully, the parish council need to now retrospectively, formally agree, to appoint the EHT at Step 1 into the new ECC CIO at Step 2 as follows:

Action: Wroughton Parish Council to AGREE to appoint itself as a Sole Trustee to the ELLENUDNE HALL TRUST and to AGREE to transfer over to the new Ellendune Community Centre CIO.

22.5 **Step 5** – WPC to AGREE to changes at Step 4 point 22.4 and that the Clerk and ECC Trust Administrator update the Charity Commission with the necessary details and submit the final accounts for the last financial year.

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

27.1 To receive the updated list of all policy documentation.

27.2 To note that the review all other policy documents will continue at the September 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.