

**WROUGHTON & WICHELSTOWE
PARISH COUNCIL**



12 May 2026

Dear Councillor,

You are **summoned** to attend the
ANNUAL COUNCIL MEETING

to be held on **MONDAY 18th May 2026** at **7:00pm**
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

Attending

1. **Election of Chair for 2026/2027**
To elect a Chair of Wroughton Parish Council.
2. **Acceptance of Office – Chair**
The Chair to sign the acceptance of office.
3. **Apologies**
To receive apologies.
4. **Election of Vice Chair for 2026/2027**
To elect a Vice Chair of Wroughton Parish Council.
5. **Acceptance of Office – Vice Chair**
The Vice Chair to sign the acceptance of office.
6. **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 2025.
7. **Public Questions**
To receive and respond to any questions, comments or representations from the public. (Maximum of 10 minutes).
8. **Minutes of the Previous Meeting**
To confirm as a true record the minutes of the Full Council meeting held on 20 April 2026.
(Copy attached)
9. **General Power of Competence**
To resolve to adopt the General Power of Competence (Copy attached).

10. **Assertion 10 – Annual Governance**
Formally Adopt the Assertion 10 requirements for the 2025/2026 Annual Governance Accounts Review.
Also refer(Copy attached).
11. **Ward Councillor Update – Cllr G Cook, Cllr M Courtliff and Cllr M Barrett.**
To receive a report from Swindon Borough Ward Councillors.
12. **Calendar of Meetings**
Reminder of the 2026-2027 Calendar of Meetings (Copy attached). <https://wroughton.gov.uk/meetings/>
13. **Parish Council Representatives’ Report**
To receive reports from Members of outside bodies:
 - 13.1 Transport Reps.
 - 13.2 Carnival Committee.
 - 13.3 Duck Race Committee
 - 13.4 Wroughton & Wichelstowe Closed Churchyard
 - 13.5 Wroughton History Group
14. **Wroughton Community Library**
To receive a report from the parish councils Library Supervisor (To follow)
15. **SMASH Youth Work**
To receive an updated schedule of events from the parish councils Youth Team SMASH (Copy attached).
16. **Wichelstowe Sports Hub Update**
 - 16.2 Consider a report of the Community Projects and Events Officer regarding the Wroughton Youth Football Club request for Wroughton & Wichelstowe Parish Council endorsement, as Grassroots Partner Club for the Wichelstowe Sports Hub. (Copy attached).
 - 16.2 Note more information is provided by the Deputy Clerk via a full report at the next Community Assets and Open Spaces Committee Meeting on 20th May 2026.
17. **Payment Schedule**
 - 17.1 Note that the Annual Meeting is the first meeting of the Municipal Year and there is not Finance & General Purposes meeting this month. The first Finance Meeting will be 22nd June 2026.
 - 17.2 To approve the Parish Councils payment schedule for May 2026 (To follow).
18. **Terms of Reference & Delegation Scheme**
To consider and approve the Terms of Reference and Delegation Scheme for 2026/27 (To follow).
19. **Committee Membership - Planning and Highways Committee for 2026/27**
 - 19.1 To elect a Chair of the Planning and Highways Committee.
 - 19.2 To elect a Vice Chair of the Planning and Highways Committee.
 - 19.3 To confirm the members of the Committee **(Max 7 / Quorum 4)**
20. **Committee Membership - Community Assets and Open Spaces Committee for 2026/27**
 - 20.1 To elect a Chair of the Community Assets and Open Spaces Committee.
 - 20.2 To elect a Vice Chair of the Community Assets and Open Spaces Committee.
 - 20.3 To confirm the members of the Committee **(Max 9 / Quorum 5)**
21. **Committee Membership - Finance and General Purposes Committee for 2026/27**
 - 21.1 To elect a Chair of the Finance and General Purposes Committee.
 - 21.2 To elect a Vice Chair of the Finance and General Purposes Committee.
 - 21.3 To confirm the members of the Committee **(Max 7 / Quorum 4)**

22. Appointment of Working Parties 2026/27

To review and approve the Working Party memberships for 2026/27 (Copy attached)

23. Representatives on Outside Bodies

To review the continued membership of other outside bodies and make necessary changes (Copy attached).

24. Review of Membership of other Bodies

To review the parish council's membership with outside bodies and make the necessary changes (Copy attached).

25. Review of Standing Orders

To review and adopt Standing Orders (To follow).

26. Review of Financial Regulations

To review and adopt the Financial Regulations (To follow).

27. Review of the Parish Councils Policy Documents

27.1 To receive the updated list of all policy documentation, and NOTE a hard copy is available to view in the parish council office – appointment required to view.

27.2 To agree the policy documentation and Index Timetable (1-40)

28. Future Agenda Items

To table any future agenda items raised by members.

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.