

SOUTH SWINDON PARISH COUNCIL
(Central Swindon South Parish Council)

20 May 2021

Notice of a meeting of the
PARISH COUNCIL
to be held on **TUESDAY 25 MAY 2021** at **6.30pm**
at **The Marriot Hotel, Pipers Way Swindon SN3 1SH**

Access to Zoom will be made available to participants who do not wish to attend in person.

RE Cone

Parish Clerk

AGENDA

For Security reasons if you would like to attend the meeting please email finance@southswindon-pc.gov.uk to request the link which will be distributed prior to the meeting. Joining instructions and the Council's online meeting policy can be found on the website.

Public Questions, Comments or Representations – To be received in advance, please contact the Clerk via email admin@southswindon-pc.gov.uk or phone 01793 312006 by 12 noon on Tuesday the 25th May 2021.

1. **Election of Chair for 2021/22**
To elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chair for 2021/22**
To elect the Vice Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office.
3. **Apologies**
4. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 14 May 2019.
5. **Chairs Report**
To receive an update from the Chair of the Parish Council.
6. **Minutes of the previous meeting**
To confirm as a true record the minutes of the Parish Council meeting held on 27 April 2021.
7. **Payment Schedule – March 2021**
To approve the Payment Schedule for March 2021.
8. **Payment Schedule – April 2021**
To approve the Payment Schedule for April 2021.
9. **Accounts – March 2021**
To receive the Management Accounts for March 2021.
10. **Accounts – April 2021**
To receive the Management Accounts for April 2021.
11. **Planning Applications delegated to the Chair & Vice-Chair**
To consider the Planning Applications delegated to the Chair and Vice-Chair and approve the proposed responses.

12. **Planning Decisions**
To note Planning Decisions made by Swindon Borough Council.
13. **Broome Manor Extension Allotments**
To receive a report for consideration from the Chief Finance Officer regarding track improvements.
14. **Review of Standing Orders**
To review and adopt the Standing Orders for 201/22.
15. **Review of Financial Regulations**
To review and adopt the Financial Regulations for 2021/22.
16. **Committee Structures 2021/22**
To review Committee Structures and to appoint Chairs, Vice-Chairs, and members to serve on the following Committees for 2021/22 –
- Finance & Staffing
 - Leisure, Environment and Amenities
 - Planning
- Note: In accordance with Standing Orders the numerical composition of Committees shall be decided at the Annual Meeting of the Parish Council.
17. **Terms of reference and Delegation Scheme**
To review and adopt the Terms of Reference and Delegation Scheme for 2021/22.
18. **Appointment of Working Parties**
To approve the Working Parties for the 2021/22 municipal year.
19. **Membership of Other Bodies**
To approve the membership of other bodies.
20. **Representatives on Outside Bodies**
To receive a verbal report from the Chief Finance Officer regarding Council's Representatives on Outside Bodies for the 2021/22 municipal year.
21. **Appointment of Internal Auditor**
To review the work of the Internal Auditor and appoint the Internal Auditor for 2021/22.
22. **Review of Property and Assets**
To review the Asset Register.
23. **Review of Insurance**
To review the Insurance effected on 1 April 2021.
24. **Review of Risk Assessment**
To review and adopt the Risk Assessment.
25. **Councillor Allowances**
To consider the report of the Chief Finance Officer regarding Councillor Allowances.
26. **Review of other Policies**
To review and adopt the following existing Policy Documents:
Code of Conduct, Complaints Procedure, Data Protection, Employer Discretions, Equality & Diversity, Freedom of Information, Grants, Habitual & Vexatious Complaints, Health & Safety, Internal Controls, Investment Strategy, Memorials, Press & Media, Privacy Notice, Recording & Reporting, Records Management, Safeguarding, Services, Training, Whistleblowing.
27. **New Policies**
To adopt the following new Policy Documents:
Allowances, Health, Wellbeing and Attendance, Internal Audit ToR, Member-Officer Relationship, Privacy Notice – Employee, Vehicle Tracking

Members of Parish Council

Cllr Chris Watts Chair
Cllr Janine Howarth Vice-Chair
Cllr Saleh Ahmed
Cllr Junab Ali
Cllr Steve Allsopp
Cllr Vince Ayris
Cllr John Firmin
Cllr Mary Gladman
Cllr David Griffiths
Cllr Abdul Hamid
Cllr Ellen Heavens
Cllr Patrick Herring
Cllr William Horley
Cllr Neil Hopkins
Cllr Sam James
Cllr Linda Kasmaty
Cllr Jamal Miah
Cllr Javed Miah
Cllr Jane Milner-Barry
Cllr Stan Pajak
Cllr Trish Philpot
Cllr Marina Strinkovsky
Cllr Nadine Watts

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.