

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

ANNUAL COUNCIL MEETING

Minutes of the meeting held on 24 May 2022 at 6.30pm
at the Parish Council Offices, Gladstone Street, SN2 1AU

Present: Cllr J Howarth
Cllr S Pajak
Cllr J Firmin
Cllr V Ayris
Cllr J Ali
Cllr L Kasmaty

Cllr P Herring
Cllr N Hopkins
Cllr D Griffiths
Cllr E Heavens
Cllr S James
Cllr T Philpot

Officers: Jake Mee
Matt Leather
Natasha Abrahamson

Chief Executive Officer
Deputy Chief Executive Officer
Planning & Agenda Clerk

Public: One
Via Zoom

Public Questions No public questions

2223- Election of Chair for 2022/23

01 Cllr C Watts was proposed and seconded.

RESOLVED: That Cllr C Watts be elected chair for the 2022/23 municipal year.

2223- Election of a Vice-Chair 2022/23

02 Cllr J Howarth was proposed and seconded.

RESOLVED: That Cllr J Howarth be elected as Vice Chair for the 2022/23 municipal year.

2223- Apologies: Cllr W Horley
03 Cllr J Ali
Cllr C Watts
Cllr M Gladman
Cllr J Miah

2223- Declarations of interest & Applications for Dispensation

04 None received

2223- Chair's Report

05 Vice Chair, Cllr J Howarth, provided members with a verbal report by the Chair Cllr C Watts, And appears in as Appendix A in the minute book

2223- Minutes – Full Council

06 **RESOLVED:** That the minutes of the Full Council meeting held on 26 April 2022 are a true and accurate record.

2223- Minutes – Other

07 RESOLVED: That the minutes of the Leisure, Environment & Amenities meeting held on 3 May 2022 require an amendment to reflect that Cllr S Pajak was present but are otherwise a true and accurate record.

RESOLVED: That the minutes of the Planning meeting held 17 May 2022 are a true and accurate record.

2223- Payment Schedule - April 22

08 The CEO submitted the payment schedules for April 2022, a copy of which appears in the minute book as appendix B

RESOLVED: That the payment schedule of April 2022 be approved.

2223- Accounts – April 22

09 The CEO submitted the accounts for the period of April 2022, a copy of which appears in the minute book as appendix C

RESOLVED that the payment schedule of April 2022 be approved.

2223- Internal Audit 2021/22 – Final

10 The Chief Financial Officer submitted a report for review and appointment of Internal Auditor for 2022/23, a copy of which appears in the minute book as Appendix D

2223- Year End 2021/22 – Annual Governance Statement

11 The Vice Chair read sections 1-9 of the Annual Governance Statement, which appears in the minute book as Appendix E

RESOLVED: To agree sections 1-9 of the Annual Governance Statement

2223- Year End 2021/22 – Accounting Statements

12 The Chief Financial Officer submitted the accounts for the period 2021/22, a copy of which appears in the minute book as Appendix F

2223- Review of Standing Orders

13 The Chief Financial Officer submitted a draft copy of the Standing Orders to be reviewed, a copy of which appears in the minute book as Appendix G

RESOLVED: That the standing orders be approved and adopted

2223- Review of Financial Regulations

14 The Chief Financial Officer submitted a copy of the Financial Regulations to be reviewed, a copy of which appears in the minute book as Appendix H

RESOLVED: That the current Financial Regulations be approved and adopted

2223- Committee Structures 2022/23

15 RESOLVED: That Cllr C Watts and Cllr J Howarth remain Chair and Vice Chair of Finance & Staffing

RESOLVED: That Cllr N Hopkins be elected as Chair of Leisure, Environment & Amenities

RESOLVED: That Cllr L Kasmaty be elected as Vice Chair of Leisure, Environment & Amenities

RESOLVED: That Cllr P Herring be elected as Chair of Planning

RESOLVED: That Cllr J Firmin be elected as Vice Chair of Planning

2223- Terms of Reference and Delegation Scheme

16 The Chief Executive Officer submitted a copy of the draft Terms of Reference to be reviewed, a copy of which appears in the minute book as appendix J

The Chief Executive Officer informed members that their had been a nomination to increase the number of members from 5 to 6 in the Grants Working party.

RESOLVED: To approve the Terms of Reference & Delegation

RESOLVED: To increase the number of members from 5-6 in the Grants Working Party

2223- Appointment of Working Parties

17 **RESOLVED:** To approve the appointment of Working Parties, a copy of which appears as Appendix K in the minute

2223- Membership of Other Bodies

18 **RESOLVED:** To approve the list of Membership of Other Bodies

2223- Review of Insurance

22 The Chief Executive Officer submitted a report regarding insurance. Copies of which appear in the minute book as appendix O

RESOLVED: To approve the review of the Insurance

2223- Representatives on Outside Bodies

19 **RESOLVED:** To approve the list of Representatives on Outside Bodies

2223- Appointment of Internal Auditor

20 The Chief Executive Officer submitted a report for review and appointment of internal auditor for 2022/23, a copy of which appears in the minute book as appendix M

RESOLVED: That the Council re-appoints Auditing Solutions Ltd as per 2.4 to provide its Internal Audit service for 2022/23.

2223- Review of Property & Assets

21 The Chief Financial Officer submitted a report regarding the review of Property and Assets. A copy of which appears in the minute book as appendix N

RESOLVED: To approve the Review of the Property & Assets

2223- Review of Risk Assessment

23 The Chief Executive Officer submitted a copy of the 2022 Risk Assessment. A copy of which appears in the minute book as appendix O

RESOLVED: To approve the Review of the Risk Assessment

2223- Councillor Allowances

24 The Chief Executive Officer submitted a report regarding Councillor Allowances. A copy of which appears in the minute book as Appendix P

3. Recommendations

3.1 That the Parish Council agree the payment of Councillor Allowance for 2022/23.

3.2 That the amount of the allowance for Councillors be set at £1,074 per annum and the Chair's Allowance be set at £5,371 per annum as per 2.2

3.3 That expenses only be paid to Councillors when representing South Swindon Parish Council outside of the parish.

RESOLVED: To approve Recommendations 3.1, 3.2 & 3.3

2223- Review of Other policies

25 To review and adopt the existing policy documents:

- Allowances
- Code of Conduct
- Complaints Procedure
- Data Protection
- Employer Discretions
- Equality & Diversity
- Freedom of Information
- Grants
- Habitual & Vexatious Complainant
- Health & Safety
- Health, Wellbeing & Attendance
- Internal Controls
- Internal Audit Terms of Reference
- Vehicle Tracking
- Investment Strategy
- Lone Working
- Memorials
- Member – Officer Relationship
- Noticeboards
- Parish Services
- Press & Media
- Privacy Notice – GDPR
- Privacy Notice – Employee
- Publication Scheme
- Recording & Reporting
- Safeguarding
- Training
- Whistleblowing

RESOLVED: To approve and adopt the above policies as from 24 May 2022

2223- New and Amended Policies

26 The Chief Finance Officer informed members that an amendment had been made to the Records Management Policy around the storage of Planning documents. This amendment had been agreed by the Planning Committee's Chair & Vice Chair but sought a formal Resolution from Full Council.

- Bereavement
- Recruitment & Selection
- Records Management
- Website Accessibility

RESOLVED: To approve and adopt the above policies as from 24 May 2022

RESOLVED: To approve the amendment of the Records Management Policy around the retention of Planning documents.

ACTION: For the Chief Financial Officer to check with IKO on how long the Parish Council is able to retain the opt In opt out forms for new starters.

2223- Change to Minute Reference System

27 The Planning and Agenda Clerk submitted a report regarding the current Minute Reference System, a copy of which appears as Appendix Q in the minute book.

3. Recommendation

3.1 To amend the minute referencing system for Parish Council meetings as referred to in point 2.2

RESOLVED: To approve Recommendation 3, point 2.2.

2223- Councillor Email Addresses

28 The Chief Executive Officer submitted a report regarding the migration of Councillor Email Addresses.

RESOLVED: To approve the implementation of Cllr Email Addresses and to adopt the opt in opt out forms.

RESOLVED: To agree the individual formats chosen by Councillors.

Meeting Closes at 19.30

Singed.....

Date.....

Chair of the Parish Council