

SOUTH SWINDON PARISH COUNCIL

(Central Swindon South Parish Council)

19 May 2022

Dear Councillor,

You are formally **summoned** to attend the Annual Meeting of
SOUTH SWINDON PARISH COUNCIL
to be held on **TUESDAY 24TH MAY 2022 at 6.30pm**
at **The Parish Council Offices, Gladstone Street, SN1 2AU**



Jake Mee
Chief Executive Officer

AGENDA

Public Questions, Comments or Representations – To be received in advance.

1. **Election of Chair for 2022/23**
To elect the Chair of the Council and receive the Chair's Declaration of Acceptance of Office.
2. **Election of Vice-Chair for 2022/23**
To elect the Vice-Chair of the Council and receive the Vice-Chair'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 25 May 2021.
5. **Chair's Report**
To receive an update from the Chair of the Parish Council.
6. **Minutes – Full Council**
To confirm as a true record the minutes of the Parish Council meeting held on 26 April 2022.
7. **Minutes - Other**
To confirm and adopt the minutes of the following meetings –
 - Leisure, Environment and Amenities Committee – 3 May 2022
 - Planning Committee – 17 May 2022
8. **Payment Schedule – April 2022**
To approve the Payment Schedule for April 2022 (copy attached).
9. **Accounts – April 2022**
To receive the Management Accounts for April 2022 (copy attached).
10. **Internal Audit 2021/22 – Final**
To consider the report of the Internal Auditor (copy to follow).
11. **Year End 2021/22 - Annual Governance Statement**
To approve the Annual Governance Statement 2021/22 as part of the 2021/22 Annual Return (copy attached).
12. **Year End 2021/22 – Accounting Statements**
To approve the Year End Accounts and the Accounting Statement 2021/22 as part of the 2021/22 Annual Return (copies attached).

13. **Review of Standing Orders**
To review and adopt the Standing Orders for 2022/23 (copy attached).
14. **Review of Financial Regulations**
To review and adopt the Financial Regulations for 2022/23 (copy attached).
15. **Committee Structures 2022/23**
To review Committee Structures and to appoint Chairs, Vice-Chairs, and members to serve on the following Committees for 2022/23 –
- Finance & Staffing
 - Leisure, Environment & Amenities
 - Planning
- Note: In accordance with Standing Orders the numerical composition of Committees shall be decided at the Annual Meeting of the Parish Council.
16. **Terms of Reference and Delegation Scheme**
To review and adopt the Terms of Reference and Delegation Scheme for 2022/23 (copy attached).
17. **Appointment of Working Parties**
To approve the Working Parties and calendar of their meetings for 2022/23 (copy attached).
18. **Membership of Other Bodies**
To approve the membership of the following bodies for the year 2022/23 –
- Wiltshire Association of Local Councils (WALC) £721
 - National Association of Local Councils (NALC) £1,900
 - Swindon Local Council Forum (SLCF) £400
 - Society of Local Council Clerks (SLCC) £317
19. **Representatives on Outside Bodies**
To appoint the Council's Representatives on Outside Bodies for the 2022/23 municipal year.
- Swindon Local Council Forum (Current representatives are Cllr Dave Griffiths and Cllr John Firmin)
 - Heritage Action Zone (Current representative Cllr Janine Howarth)
 - Old Town Business Association (LEA Committee have nominated Cllr Jane Milner-Barry and Cllr Dave Griffiths to represent the Parish)
 - The Gap (Current representative is Cllr Chris Watts)
20. **Appointment of Internal Auditor**
To review the work of the Internal Auditor and appoint the Internal Auditor for 2022/23 (copy attached).
21. **Review of Property and Assets**
To review the Asset Register (copy attached).
22. **Review of Insurance**
To review the Insurance effected on 1 April 2022 (copy attached).
23. **Review of Risk Assessment**
To review and adopt the Risk Assessment (copy attached).
24. **Councillor Allowances**
To consider the report of the Chief Finance Officer regarding Councillor Allowances (copy attached).
25. **Review of other Policies**
To review and adopt the following existing Policy Documents:
1. Allowances
 2. Code of Conduct
 3. Complaints Procedure
 4. Data Protection
 5. Employer Discretions
 6. Equality & Diversity
 7. Freedom of Information
 8. Grants
 9. Habitual & Vexatious Complainant
 10. Health & Safety
 11. Health, Wellbeing & Attendance
 12. Internal

Controls 13. Internal Audit Terms of Reference 14. Investment Strategy 15. Lone Working 16. Memorials 17. Member-Officer Relationship 18. Noticeboards 19. Parish Services 20. Press & Media 21. Privacy Notice – GDPR 22. Privacy Notice - Employee 23. Publication Scheme 24. Recording & Reporting 25. Safeguarding 26. Training 27. Vehicle Tracking 28. Whistleblowing (copies attached).

26. New and Amended Policies

To adopt the following new or amended Policy Documents:

1. Bereavement 2. Records Management 3. Recruitment & Selection 4. Website Accessibility (copies attached).

27. Change to Minute Reference System

To receive a report from the Planning and Agenda Clerk regarding a review of minute referencing (copy attached).

28. Councillor Email Addresses

To receive a report from the CEO regarding Parish Councillor Email Addresses (copy attached).

Members of Parish Council

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