

SOUTH SWINDON PARISH COUNCIL

(Central Swindon South Parish Council)

12 MAY 2023

Notice of a meeting of the
Annual Council Meeting
to be held on **WEDNESDAY 17 MAY** at **6.30pm** in the **COUNCIL CHAMBER,**
PARISH COUNCIL OFFICE, GLADSTONE STREET, SN1 2AU



Jake Mee
Chief Executive Officer

AGENDA NOTICE

Public Questions, Comments or Representations (**maximum of 10 minutes**)

1. **Election of Chair for 2023/24**
To elect the Chair of the Council and receive the Chair's Declaration of Acceptance of Office.
2. **Election of Vice-Chair for 2023/24**
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 24 May 2022.
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 21st March 2023.
7. **Minutes – Planning**
To confirm and adopt the minutes of the Planning Committee meeting held on 4th April 2023.
8. **Payment Schedule – April 2023**
To approve the Payment Schedule for April 2023.
9. **Year End 2022/23 - Annual Governance Statement**
To approve the Annual Governance Statement 2022/23 as part of the 2022/23 Annual Return.
10. **Year End 2022/23 – Accounting Statements**
To approve the Year End Accounts and the Accounting Statement 2022/23 as part of the 2022/23 Annual Return.
11. **Review of Standing Orders**
To review and adopt the Standing Orders for 2023/24
12. **Review of Financial Regulations**
To review and adopt the Financial Regulations for 2023/24
13. **Committee Structures 2023/24**
To review Committee Structures and to appoint Chairs, Vice-Chairs, and members to serve on the following Committees for 2023/24
 - 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.

14. Terms of Reference and Delegation Scheme

To review and adopt the Terms of Reference and Delegation Scheme for 2023/24.

15. Appointment of Working Parties

To approve the Working Parties and to appoint Chairs and members for the same for 2023/24.

16. Membership of Other Bodies

To approve the membership of the following bodies for the year 2023/24

- Wiltshire Association of Local Councils
- National Association of Local Councils
- Swindon Local Council Forum
- Old Town Business Association

17. Representatives on Outside Bodies

To appoint the Council's Representatives on Outside Bodies for the 2023/24 municipal year.

- Swindon Local Council Forum (Current representatives are Cllr Dave Griffiths and Cllr Chris Watts)
- Heritage Action Zone (Current representative is Cllr Janine Howarth)
- Old Town Business Association (Current representatives are Cllr Jane Milner-Barry and Cllr Dave Griffiths)
- The Gap (Current representative is Cllr Chris Watts)

18. Appointment of Internal Auditor

To review the work of the Internal Auditor and appoint the Internal Auditor for 2023/24.

19. Review of Property and Assets

To review the Asset Register.

20. Review of Insurance

To review the Insurance effected on 1 April 2023.

21. Review of Risk Assessment

To review and adopt the Risk Assessment.

22. Councillor Allowances

To consider the report of the Chief Executive Officer regarding Councillor Allowances.

23. 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.
29.Bereavement 30.Records Management 31.Recruitment & Selection 32.Website Accessibility
33.Casual Councillor Vacancy

24. Delegated Decisions

To note decisions made by the CEO in conjunction with the Chair and Vice-Chair.

25. Admission of Public and Press

To resolve in accordance with standing order 3(d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: **Commercially Sensitive**

26. Events Report 2023/24

To receive a report from the Events Manager regarding the Enchanted Gardens Light Trail and other events in 2023/24.

Members of Parish Council

Cllr Saleh Ahmed
Cllr Junab Ali
Cllr Steve Allsopp
Cllr Rebecca Banwell-Moore
Cllr Mike Davies
Cllr Domingos Dias
Cllr John Firmin
Cllr Dave Griffiths
Cllr Abdul Hamid
Cllr Patrick Herring
Cllr Neil Hopkins
Cllr Janine Howarth
Cllr Sam James
Cllr Linda Kasmaty
Cllr Marianne Le Coyte-Grinney
Cllr Rosie Leather
Cllr Jamal Miah
Cllr Joseph Pereira
Cllr Graham Philpot
Cllr Tricia Philpot
Cllr Tom Silberberg
Cllr Danial Vales
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.