

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

ANNUAL COUNCIL MEETING

Minutes of the meeting held on 17 May 2023 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
Abigail Scutts

Chief Executive Officer
Deputy Chief Executive Officer
Events Manager

Public:

Public Questions No public questions

2324-01 Election of Chair for 2023/24

Cllr N Hopkins was proposed and seconded.

RESOLVED: That Cllr N Hopkins be elected chair for the 2023/24 municipal year.

2324-02 Election of a Vice-Chair 2023/24

Cllr J Howarth was proposed and seconded.

RESOLVED: That Cllr J Howarth be elected as Vice Chair for the 2023/24 municipal year.

2324-03 Apologies: Cllr N Watts

RESOLVED to grant dispensation to Cllr N Watts to sign the declaration of acceptance of office at a future meeting.

2324-04 Declarations of interest & Applications for Dispensation

None received

2324-05 Chair's Report

The Chair congratulated each Parish Councillor on their election and remarked on the election result. He said the Parish Council should continue to deliver lots of projects that benefit the residents of South Swindon.

2324-06 Minutes- Full Council held on 21 March 2023

RESOLVED: That the minutes of the Full Council meeting held on 21 March 2023 are a true and accurate record.

Cllr T Silberberg arrived during this item.

- 2324-07 Minutes- Planning held on 4 April 2023**
RESOLVED: That the minutes of the Planning meeting held on 4th April 2023 are a true and accurate record.
- 2324-08 Payment Schedule - April 23**
The CEO submitted the payment schedules for April 2023, a copy of which appears in the minute book as appendix A.
- RESOLVED:** That the Payment Schedule of April 2023 be approved.
- 2324-09 Year End 2023/24 - Annual Governance Statement**
This matter was deferred to the June Full Council Meeting
- 2324-10 Year End 2022/23 – Accounting Statements**
This matter will be deferred to the June Full Council Meeting.
- 2324-11 Review of Standing Orders**
The CEO submitted a draft copy of the Standing Orders to be reviewed, a copy of which appears in the minute book as Appendix B.
- RESOLVED:** That the standing orders be approved and adopted
- 2324-12 Review of Financial Regulations**
The CEO submitted a copy of the Financial Regulations to be reviewed, a copy of which appears in the minute book as Appendix C.
- RESOLVED:** That the current Financial Regulations be approved and adopted
- 2324-13 Committee Structures 2022/23**
RESOLVED: That Cllr L Kasmaty be elected as Chair of Leisure, Environment & Amenities
RESOLVED: That Cllr R Banwell-Moore be elected as Vice Chair of Leisure, Environment & Amenities
RESOLVED: That Cllr P Herring be elected as Chair of Planning
RESOLVED: That Cllr S James be elected as Vice Chair of Planning
RESOLVED: To approve the nominations of Committees as it appears in the minute book as Appendix D.

2324-14 Terms of Reference and Delegation Scheme

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 E.

The Chief Executive Officer informed members that there 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 for each committee and working party as tabled.

2324-15 Appointment of Working Parties

RESOLVED: To approve the appointment of Working Parties, a copy of which appears as Appendix F in the minute book.

2324-16 Membership of Other Bodies

RESOLVED: To approve the list of Membership of Other Bodies, a copy of which appears as Appendix G in the minute book.

2324-17 Representatives on Outside Bodies

RESOLVED: To approve the list of Representatives on Outside Bodies as it appears as Appendix H in the minute book.

2324-18 Appointment of Internal Auditor

The Chief Executive Officer submitted a report for review and appointment of internal auditor for 2023/24, a copy of which appears in the minute book as appendix I.

RESOLVED: That the Council re-appoints Auditing Solutions Ltd to provide its Internal Audit service for 2023/24.

2324-19 Review of Property & Assets

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

RESOLVED: To approve the review of the Parish Council's property & assets.

2324-20 Review of Insurance

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

RESOLVED: To adopt the insurance as tabled by the Chief Executive Officer.

2324-21 Review of Risk Assessment

The Chief Executive Officer submitted a copy of the 2023 Risk Assessment. A copy of which appears in the minute book as appendix L.

RESOLVED: To approve the Review of the Risk Assessment

2324-22 Councillor Allowances

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

RESOLVED: To approve Recommendations 3.1, 3.2 & 3.3

3. Recommendations

3.1 That the Parish Council agree the payment of Councillor Allowance for 2023/24.

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.

2324-23 Review of Other Policies

The CEO submitted Parish Council Policies for Review

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

RESOLVED: To approve and adopt the above policies as from 17 May 2023

2324-24 Delegated Decisions

The Chief Executive Officer presented a report detailing decisions made using delegated authority, a copy of which appears as Appendix N.

2324-25 Admission of Public and Press

RESOLVED to exclude public and press from the next agenda item(s) for the reason – Commercially Sensitive

2324-26 Events Report 2023/24

The Events Manager provided a report detailing proposed events for the coming year, a copy of which appears in the confidential minute book.

The report contained the following recommendations –

6.1 To support the recommendation from the Events Working Party that the Parish Council bring back the Enchanted Gardens Light Trail to the Town Gardens between 30th November 2023 and 24th December 2023.

6.2 To proceed with a one-year trial period working with It's Your Parties and Little Grazey to launch Parties At The Bowl.

6.3 To introduce a staff rate for Weddings At The Bowl, as set out in 4.1.

6.4 To partner with Commonweal School on their tribute cabaret night and to allow this event to take place in the Town Gardens Bowl, free of charge, as set out in 5.2.

It was **RESOLVED** to approve recommendations 6.1, 6.2, 6.3 & 6.4

Meeting Closes at 7:34pm

Singed.....

Date.....

Chair of the Parish Council