

SOUTH SWINDON PARISH COUNCIL

(Central Swindon South Parish Council)

16 MAY 2024

Notice of a meeting of the
Annual Council Meeting
to be held on **TUESDAY 21 MAY** at **6.30pm** in the
COUNCIL CHAMBER, PARISH OFFICES, GLADSTONE STREET, SN1 2AU



Jake Mee
Chief Executive Officer

AGENDA

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

1. **Election of Chair for 2024/25**
To elect the Chair of the Council and receive the Chair's Declaration of Acceptance of Office.
2. **Election of Vice-Chair for 2024/25**
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 17th May 2023.
5. **Chair's Report**
To receive an update from the Chair of the Parish Council.
6. **Minutes – Finance & Staffing**
To confirm and adopt the minutes of the Finance & Staffing Committee meeting held on 23rd April 2024 (copy attached).
7. **Minutes – Full Council**
To confirm as a true record the minutes of the Parish Council meeting held on 23rd April 2024 (copy attached).
8. **Payment Schedule – April 2024**
To approve the Payment Schedule for April 2023 (copy attached).
9. **Year End 2023/24 - Annual Governance Statement**
To approve the Annual Governance Statement 2023/24 as part of the 2023/24 Annual Return (copy attached).
10. **Year End 2023/24 – Accounting Statements**
To approve the Year End Accounts and the Accounting Statement 2023/24 as part of the 2023/24 Annual Return (copy to follow).
11. **Review of Standing Orders**
To review and adopt the Standing Orders for 2024/25 (copy attached).
12. **Review of Financial Regulations**
To review and adopt the Financial Regulations for 2024/25 (copy attached).
13. **Committee Structures 2024/25**
To review Committee Structures and to appoint Chairs, Vice-Chairs, and members to serve on the following Committees for 2024/25

- 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 2024/25 (copy attached).

15. Calendar of Meetings 2024-25

To approve a calendar of meetings for the 2024/25 year.

16. Appointment of Working Parties

To approve the Working Parties and to appoint Chairs and members for the same for 2024/25.

17. Membership of Other Bodies

To approve the membership of the following bodies for the year 2024/25

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

18. Representatives on Outside Bodies

To appoint the Council's Representatives on Outside Bodies for the 2024/25 municipal year.

- Heritage Action Zone (Legacy) – one member
- Old Town Business Association – two members
- Swindon Local Council Forum – two members
- The Gap – one member
- Whole Systems Approach to Obesity Steering Group – one member
- Broadgreen Clear, Hold, Build – one member
- Wiltshire Association of Local Councils – one member

19. Appointment of Internal Auditor

To review the work of the Internal Auditor and appoint the Internal Auditor for 2024/25 (copy attached).

20. Review of Property and Assets

To review the Asset Register (copy attached).

21. Review of Insurance

To review the Insurance effected on 1 April 2024 (copy attached).

22. Review of Risk Assessment

To review and adopt the Risk Assessment (copy attached).

23. Councillor Allowances

To consider the report of the Chief Executive Officer regarding Councillor Allowances (copy attached).

24. 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

25. **East Wichel Park**
To receive a report from the Parish Council's Projects Officer regarding the East Wichel Park improvement project.
26. **Shrewsbury Road Car Park**
To receive a report from the Parish Council's Projects Officer regarding the Parish Council's planned improvements to the Shrewsbury Road Car Park.
27. **Queen's Park Mesothelioma Garden Railway Wheel Update**
To receive a report from the Parish Council's Projects Officer regarding the purchase of a railway wheel to meet the Parish Council's Mesothelioma Garden design.
28. **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 and Data Protection**
29. **Insurance Claim**
To receive a report from the CEO regarding an insurance claim.

Members of Parish Council

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

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.