

SOUTH SWINDON PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on 21 May 2024 at 6.30pm
at the Parish Council Offices, Gladstone Street, SN2 1AU

Present:

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

Officers:

Jake Mee	Chief Executive Officer
Matt Leather	Deputy Chief Executive Officer
Carol Clark	Assistant Clerk

Public: Three

Public Questions A resident agreed with Item 27's recommendation and provided an offer from the Queens Park Community Council with regards to finding alternative train wheel memorabilia as an alternative solutions.

2425-01 Election of Chair for 2024/25

Cllr N Hopkins was proposed and seconded.

RESOLVED: That Cllr N Hopkins be elected chair for the 2024/25 municipal year.

Cllr S Ahmed entered the room during this item.

2425-02 Election of a Vice-Chair 2024/25

A vote was held for the Vice Chair position. Cllr D Griffiths and Cllr R Banwell-Moore stood for election.

Cllr R Banwell-Moore won by a majority vote.

RESOLVED: That Cllr R Banwell-Moore be elected as Vice Chair for the 2024/25 municipal year.

2425-03 Apologies: Cllr Joseph Pereira Cllr Rosie Leather

RESOLVED to grant dispensation to Cllr J Pereira and Cllr R Leather to sign the declaration of acceptance of office at a future meeting.

- 2425-04 Declarations of interest & Applications for Dispensation**
Declarations of non-pecuniary interest were received from Cllr, P Herring, Cllr D Griffiths, Cllr J Ali, Cllr S Allsop, Cllr M Davies, Cllr M Hopkins, Cllr J Howarth, Cllr M Le Coyte-Grinney and Cllr T Philpot regarding item 17.
- 2425-05 Chair's Report**
The Chair read a report from a prepared statement. A copy of which appears in the minute book as appendix A.
- Cllr D Vales entered the room during this item.
- 2425-06 Minutes- Finance & Staffing held on 23 April 2024**
RESOLVED: That the minutes of the Finance & Staffing meeting held on 23 April 2024 are adopted and approved as a true and accurate record.
- 2425-07 Minutes- Full Council held on 23 April 2024**
RESOLVED: That the minutes of the Full Council meeting held on 23rd April 2024 are approved as a true and accurate record.
- 2425-08 Payment Schedule - April 24**
The CEO submitted the Payment Schedules for April 2024, a copy of which appears in the minute book as appendix B.
- RESOLVED:** That the Payment Schedule of April 2024 be approved.
- 2425-09 Year End 2023/24 - Annual Governance Statement**
The CEO submitted the Annual Governance Statement for 2023/24 as part of the 2023/24 Annual Return. A copy of which appears in the minute book as appendix C.
- RESOLVED:** That the Annual Governance Statement, items 1, 2, 3, 4, 5, 6, 7 & 8 be approved.
- 2425-10 Year End 2023/24 – Accounting Statements**
The CEO submitted the Accounting Statements for 2023/24 as part of the 2023/24 Annual Return. A copy of which appears in the minute book as appendix D.
- RESOLVED:** That the Accounting Statements for 2023/24 as part of the 2023/24 Annual Return be approved.
- 2425-11 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 E.
- RESOLVED:** That the standing orders be approved and adopted.
- 2425-12 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 F.
- RESOLVED:** That the current Financial Regulations be approved and adopted.

2425-13 Committee Structures 2024/25

The CEO submitted a copy of the Committee Structures and to appoint Chairs, Vice-Chairs, and members to serve on the following Committees for 2024/25. A copy of which appears in the minute book as appendix G.

RESOLVED: That Cllr N Hopkins be elected as Chair of Finance & Staffing

RESOLVED: That Cllr R Banwell-Moore be elected as Vice Chair of Finance & Staffing

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

RESOLVED: That Cllr J Firmin 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 G.

2425-14 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 H.

RESOLVED: To approve the Terms of Reference & Delegation Scheme

2425-15 Calendar of Meetings 2024-25

The Chief Executive Officer submitted two versions of the Calendar of Meetings for the 2024/25 year. A copy of which appears in the minute book as appendix I.

AMENDMENT: To change the order of meetings for Version 1 to Planning commencing at 6.30pm followed by Finance & Staffing commencing at 7.15pm.

RESOLVED: To approve version 1 of the Calendar of Meetings for the 2024/25 year with amendments.

2425-16 Appointment of Working Parties

The CEO submitted a copy of the Appointment of Working Parties and to appoint Chairs, Vice-Chairs, and members to serve on the Working Parties for 2024/25. A copy of which appears in the minute book as appendix J.

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

2425-17 Membership of Other Bodies

The CEO submitted the following verbal list of Memberships of Other Bodies:

- Wiltshire Area of Local Councils - WALC
- National Association of Local Councils - NALC
- Swindon Local Council Forum - SLCF
- Old Town Business Association – OTBA
- Cooperative Councils

RESOLVED: To approve the list of Membership of Other Bodies.

2425-18 Representatives on Outside Bodies

The CEO submitted a copy of the Representatives on Outside Bodies for 2024/25. A copy of which appears in the minute book as appendix K.

RESOLVED: To approve the list of Representatives on Outside Bodies.

2425-19 Appointment of Internal Auditor

The Chief Executive Officer submitted a report for review and appointment of the internal auditor for 2024/25, a copy of which appears in the minute book as appendix L.

Recommendations

3.1 That the Council re-appoints Auditing Solutions Ltd as per 2.4 to provide its Internal Audit service for 2024/25.

RESOLVED: To approve recommendation 3.1.

2425-20 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 M.

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

2425-21 Review of Insurance

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

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

2425-22 Review of Risk Assessment

The Chief Executive Officer submitted a copy of the 2024 Risk Assessment. A copy of which appears in the minute book as appendix O.

RESOLVED: To approve the Review of the Risk Assessment

2425-23 Councillor Allowances

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

Recommendations

3.1 That the Parish Council agree the payment of Councillor Allowance for 2024/25.

3.2 That the amount of the allowance for Councillors be decided.

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

2425-24 Review of Other Policies

The CEO submitted Parish Council Policies for Review:

- 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
- Bereavement
- Recruitment & Selection
- Casual Councillor Vacancy
- 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
- Vehicle Tracking
- Whistleblowing
- Records Management
- Website Accessibility

RESOLVED: To approve and adopt the above policies as from 21 May 2024.

2425-25 East Wichel Park

The Parish Council's Projects Officer submitted a report regarding the East Wichel Park improvement project. A copy of which appears in the minute book as appendix Q.

Recommendations

Authorise the Parish Council's CEO to spend up to £33,260 in procuring new play equipment for East Wichel Park as specified in the report.

RESOLVED: To authorise the Parish Council's CEO to spend up to £33,260 in procuring new play equipment for East Wichel Park as specified in the report.

2425-26 Shrewsbury Road Car Park

The Parish Council's Projects Officer submitted a report regarding the Shrewsbury Road Car Park. A copy of which appears in the minute book as appendix R.

Quotes

Contractor	Price £ NET
1	£31,795
2	£36,450
3	£31,530

Recommendations:

It is recommended that contractor 3 does the work. They can deliver very good work and have the lowest price.

RESOLVED: To appoint contractor 3 to do the work.

2425-27 Queen's Park Mesothelioma Garden Railway Wheel Update

The Parish Council's Projects Officer submitted a report regarding the purchase of a railway wheel to meet the Parish Council's Mesothelioma Garden design. A copy of which appears in the minute book as appendix S.

Recommendations:

Do not buy the wheel set shown above (in the report) for the Mesothelioma Garden.

Get more quotes and ideas for other wheels of train memorabilia and return to another council meeting with more information.

RESOLVED: Not to buy the wheels shown in the report and to get more quotes and ideas for other wheels of train memorabilia and return to another council meeting with more information.

2425-28 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**

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

2425-29 Insurance Claim

The Chief Executive Officer submitted a report regarding an insurance claim. A copy appears in the confidential minute book as appendix A.

Recommendations:

3.1 Council should decide whether to settle the claim or not.

3.2 Council should decide whether to settle through the insurance policy or directly with the claimant.

RESOLVED: That the Council will not settle the claim and that the insurance company should deal with the claim.

Meeting Closes at 7:50pm

Signed.....

Date.....
Chair of the Parish Council