

SOUTH SWINDON PARISH COUNCIL

15 MAY 2025

Notice of the
ANNUAL COUNCIL MEETING
to be held on **TUESDAY 20 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 2025/26**
To elect the Chair of the Council and receive the Chair's Declaration of Acceptance of Office.
2. **Election of Vice-Chair for 2025/26**
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 21st May 2024.
5. **Chair's Report**
To receive an update from the Chair of the Parish Council.
6. **Minutes – Planning**
To adopt and confirm as a true record the minutes of the Planning Committee Meeting held on 29th April 2025.
7. **Minutes – Full Council**
To approve as a true record the minutes of the Full Council Meeting held on the 22nd of April 2025.
8. **Payment Schedule – April 2025**
To receive the Payment Schedule for 1 April 2025.
9. **Year End 2024/25 – Annual Governance Statement**
To approve the Annual Governance Statement 2024/25 as part of the 2024/25 Annual Return
10. **Year End 2024/25 – Accounting Statements**
To approve the Year End Accounts and the Accounting Statement 2024/25 as part of the 2024/25 Annual Return.
11. **Review of Standing Orders**
To review and adopt the Standing Orders for 2025/26
12. **Review of Financial Regulations**
To review and adopt the Financial Regulations for 2025/26
13. **Committee Structures 2025/26**
To review Committee Structures and to appoint Chairs, Vice-Chairs, and members to serve on the following Committees for 2025/26
 - 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 2025/26 (copy attached).

15. Calendar of Meetings 2025-26

To approve a calendar of meetings for the 2025/26 year.

16. Appointment of Working Parties

To approve the Working Parties and to appoint the Chairs and members for 2025/26.

17. Membership of Other Bodies

To approve the membership of the following bodies for the year 2025/26

- Wiltshire Association of Local Councils
- National Association of Local Councils
- Swindon Local Council Forum
- Cooperative Councils Innovation Network

18. Representatives on Outside Bodies

To appoint the Council's Representatives on Outside Bodies for the 2025/26 municipal year.

- Heritage Action Zone (Legacy) – one member
- Old Town Business Association – two members
- Swindon Local Council Forum – two members
- The Gap – one member
- Broadgreen Clear, Hold, Build – one member
- Wiltshire Association of Local Councils – one member
- Get Swindon Moving Community Group – two members

19. Appointment of Internal Auditor

To review the work of the Internal Auditor and appoint the Internal Auditor for 2025/26.

20. Review of Property and Assets

To review the Asset Register (copy attached).

21. Review of Insurance

To review the Insurance effected on

22. Review of Risk Assessment

To review and adopt the Risk Assessment.

23. Allowances

To confirm Councillor Allowances as previously agreed.

24. Review of other Policies

To review and adopt the following existing Policy Documents:

1.Allowences 2. Code of Conduct 3. Complaints Procedure 4. Data Protection 5. Employer Discretions 6. Equality & Diversity 7. Freedom of Information 8. Health & Safety 9. Habitual & Vexatious Complainant 10. Grants Policy 11. Health, Wellbeing & Attendance 12. Internal Controls 13. Internal Audit – Terms of Reference 14. Investment Strategy 15. Lone Working 16. Memorial 17. Member-Officer Relationship Protocol 18. Notice Board 19. Services Transfer 20. Press & Media 21. Privacy – GDPR 22. Privacy Notice – Employee 23. Publication Policy 24. Recording & Reporting 25. Safeguarding 26. Training 27. Vehicle tracking 28. Whistleblowing 29. Bereavement 30. Records Management 31. Recruitment & Selection 32. Website Accessibility Statement 33. Casual Councillor Vacancy 34. Employing People with Convictions

25. Electric Vehicles

To receive a report from the CEO regarding procurement of electric vehicles.

26. Grants

To consider grant applications which have been scrutinised by the Grants Working Party following the cancellation of the April Finance & Staffing Meeting.

27. Emergency Decision

To receive a report regarding an emergency decision to approve a grant application by Prospect Place Conservation Area Trust.

28. Old Town Business Association

To agree to a Service Level Agreement with the Old Town Business Association regarding the association's events for 2025.

Members of Parish Council

Cllr Saleh Ahmed

Cllr Junab Ali

Cllr Steve Allsopp

Cllr Rebecca Banwell-Moore

Cllr Meural Cardoso

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 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.