

SOUTH SWINDON PARISH COUNCIL

14 MAY 2026

Notice of the
ANNUAL COUNCIL MEETING
to be held on **TUESDAY 19 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 2026/27**
To elect the Chair of the Council and receive the Chair's Declaration of Acceptance of Office.
2. **Election of Vice-Chair for 2026/27**
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 20 May 2025.
5. **Business Deferred from the Annual Council Meeting**
To note the deferral of Annual Council Meeting business to an additional Council meeting:
 - Representatives on Outside Bodies
 - Appointment of Working Parties
 - Committee Structures 2026/27
 - Calendar of Meetings 2026/27
 - Allowances
 - Review of Other Policies
6. **Chair's Report**
To receive an update from the Chair of the Parish Council.
7. **Minutes – Full Council**
To approve as a true record the minutes of the Full Council Meeting held on 17 March 2026.
8. **Minutes – Planning**
To approve as a true record the minutes of the Planning Meeting held on 24 March 2026.
9. **Minutes – Leisure, Environment and Amenities**
To approve as a true record the minutes of the Leisure, Environment and Amenities Meeting held on 7 April 2026.
10. **Minutes – Planning**
To approve as a true record the minutes of the Planning Meeting held on 28 April 2026
11. **Minutes – Finance & Staffing**
To approve as a true record the minutes of the Finance & Staffing Meeting held on 28 April 2026

12. **Minutes – Executive Sub-Committee**
To approve as a true record the minutes of the Executive Sub-Committee Meeting held on 5 May 2026.
13. **Payment Schedule – April 2026**
To receive the Payment Schedule for April 2026.
14. **Year End 2025/26 – Annual Governance Statement**
To approve the Annual Governance Statement 2025/26 as part of the 2025/26 Annual Return
15. **Year End 2025/26 – Accounting Statements**
To approve the Year End Accounts and the Accounting Statement 2025/26 as part of the 2025/26 Annual Return.
16. **Review of Standing Orders**
To review and adopt the Standing Orders for 2026/27.
17. **Review of Financial Regulations**
To review and adopt the Financial Regulations for 2026/27.
18. **Membership of Other Bodies**
To approve the membership of the following bodies for the year 2026/27.
- Wiltshire Association of Local Councils
 - National Association of Local Councils
 - Swindon Local Council Forum
19. **Appointment of Internal Auditor**
To review the work of the Internal Auditor and appoint the Internal Auditor for 2026/27.
20. **Review of Property and Assets**
To review the Asset Register.
21. **Review of Insurance**
To review the Insurance effected on 1st April 2026.
22. **Review of Risk Register**
To review and adopt the Risk Register.
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.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.Services Transfer 16.Memorial 17.Member-Officer Relationship Protocol 18.Notice Board 19.Whistleblowing 20. Flexible Working
24. **Emergency Decision**
To receive a report regarding a planning consultation comment submitted under delegated authority.
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: Staffing & Commercial Sensitivity**
26. **Depot Lease**
To receive the Heads of Terms for a Sub-Lease.
27. **Staffing**
To consider staffing matters.

Members of Parish Council

Cllr Saleh Ahmed

Cllr Steve Allsopp

Cllr Zohaib Ali Khan

Cllr Vince Ayris

Cllr Jocelina D'Souza

Cllr John Firmin

Cllr Gyan Gurung

Cllr Sally Hawson

Cllr Christine Hardisty

Cllr Patrick Herring

Cllr Neil Hopkins

Cllr Janine Howarth

Cllr Sam James

Cllr Linda Kasmaty

Cllr Marianne Le Coyte Grinney

Cllr Albano Lourenco

Cllr Jamal Miah

Cllr Jane Milner-Barry

Cllr Anabelle Pegado

Cllr Tomas Silberberg

Cllr Savio Telles

Cllr Danial Vales

Cllr Paul Williams

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. Please note that this meeting may be audio recorded to assist with the preparation of the minutes. The recording will not be livestreamed or published. By remaining in the meeting, you are deemed to consent to being recorded.