

WEST SWINDON PARISH COUNCIL

12 May 2017

Notice of the
WEST SWINDON ANNUAL PARISH COUNCIL MEETING
to be held on **THURSDAY 18 MAY 2017 at 6.00pm**
at **WEST SWINDON LIBRARY**

AGENDA

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

1. **Election of Chair for 2017/18**
To receive self-nomination papers (copies attached).
2. **Declaration of Acceptance of Office**
3. **Election of Vice-Chair 2017/18**
To receive self-nomination papers (copies attached).
4. **Apologies**
5. **Declaration of Acceptance of Office – Councillors**
To approve the latest date for the signing of the Declaration of Acceptance of Office for any Councillors not present at this meeting.
6. **Code of Conduct**
To adopt the Code of Conduct recommended and supported by Swindon Borough Council (copy already circulated).
7. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council in Item 6.
8. **Minutes of the previous meetings**
To confirm as a true record the minutes of the Shadow Parish Council meeting held on 24 April 2017.
9. **Membership of Other Bodies**
To approve the membership of other bodies (copy attached).
10. **Representatives on Outside Bodies**
To approve the Council's Representatives on Outside Bodies for the 2017/18 municipal year (copy attached).
11. **Councillor Allowances**
To consider the report of the Clerk regarding Councillor Allowances (copy attached).

12. General Power of Competence

To consider the report of the Clerk regarding General Power of Competence (copy attached).

13. Appointment of Internal Auditor

To review the scope of work of the Internal Auditor and appoint the Internal Auditor for 2017/18 (copy attached).

14. Review of Standing Orders

To review and adopt Standing Orders for 2017/18 (copy already circulated).

15. Review of Financial Regulations

To review and adopt Financial Regulations for 2017/18 (copy already circulated).

16. Review of Policies

To review and adopt the Reporting and Recording of Meetings Policy for 2017/18 (copy already circulated). To note the following policies to be recommended by the Policies and Governance Working Party:

- Freedom of Information Scheme
- Data Protection Policy
- Complaints Procedure
- Equality Policy
- Health and Safety Policy
- Training and Development Policy
- Forward Plan

17. Review of Property and Assets

To review the Asset Register (copy attached).

18. Review of Insurance

To review the insurance effected on 1 April 2017 (copy attached).

19. Appointment of Bank Signatories (Min.51. - 24.04.17)

To appoint a minimum of two signatories to countersign payments on behalf of the West Swindon Parish Council.

20. Risk Management Schedule

To review and adopt the Risk Management Schedule for the West Swindon Parish (copy attached).

21. Review Calendar of Meetings

To review the Calendar of Meetings (copy attached)

22. Review the Committee Structure and Delegations Scheme (Min.52. – 24.04.17)

To adopt the Committee Structure and Delegations Scheme (copy circulated)

23. Standing Committees

To appoint Councillors to the following Standing Committees

- *Planning & Environment Committee*
- *Finance and Staffing Committee*
- *Leisure and Amenities Committee*

To appoint Chair and Vice Chair for Planning and Environment and Leisure and Amenities Committees.

24. Working Parties

To appoint Councillors to the following Working Parties

- *Allotments*
- *Policies and Governance*
- *Staffing*
- *Response Working Party*

To consider an additional Working Party for the Toothill area (report attached)

25. Transfer of Services and Assets

Streetsmart Report (copy attached)

26. Planning Applications

Report attached.

S/HOU/17/0630
2 Chepstow Close,
Toothill
SN5 8BP

Erection of an attached annex (Retrospective)

S/HOU/17/0796
37 Bloomsbury Close
Freshbrook
SN5 8PG

Erection of single storey rear extension

S/HOU/17/0644
28 Basingstoke Close,
Freshbrook
SN5 8RB

Erection of a two storey side extension

S/ADV/17/0053
KFC, Welton Road
Westlea
SN5 7XP

Display of various illuminated and non-illuminated signage

S/17/0629
Site I Trigonos
Windmill Hill Business Park
SN5 6PB

Erection of new plant enclosures and replacement of atrium roof

27. Schedule of Payments

To approve the Payments Schedule for May 2017 (copy to be tabled at meeting).

28. West Swindon Parish Office

To consider location of the West Parish Office (copy attached)

29. 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.

30. Website (Min.57 – 24.04.17)

To consider the report of the Parish Manager (copy attached).

Members of the Parish Council:

Cllr Matthew Courtliff
Cllr Stephanie Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Peter Stoddart
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Matt Walker
Cllr Keith 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.