




## **WEST SWINDON PARISH COUNCIL**

9 May 2019

Notice of a meeting of  
**WEST SWINDON ANNUAL PARISH COUNCIL**  
to be held on **TUESDAY 14 MAY 2019** at **6.30pm** at **WEST SWINDON LIBRARY**

  
Paula Harrison  
Parish Manager

### **AGENDA**

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

1. **Election of Chair for 2019/20**  
To elect a Chair for the West Swindon Parish Council 2019-20
2. **Declaration of Acceptance of Office**  
To accept the Acceptance of Office of the Chair
3. **Election of Vice-Chair 2019/20**  
To elect a Vice Chair for the West Swindon Parish Council 2019-20
4. **Apologies**  
To receive and approve Apologies for absence
5. **Code of Conduct**  
To adopt Swindon Borough Council's Code of Conduct (copy circulated).
6. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 14 May 2019.
7. **Minutes of previous meetings**  
To confirm as a true record the minutes of the Parish Council meeting held on 25 March 2019.
8. **Terms of Reference and Delegation Scheme**  
To approve the Terms of Reference and Delegation Scheme for 2019/20 (copy circulated).
9. **Appointment of Committees 2019/20**  
To approve the Parish Council Committees membership
10. **Election of Chair of Planning & Environment & Environment Committee 2019/20**  
To elect a Chair for the Planning & Environment Committee 2019-20
11. **Election of Vice Chair of Planning & Environment Committee 2019/20**  
To elect a Vice Chair for the Planning & Environment Committee 2019-20

**12. Election of Chair of Leisure & Amenities 2019/20**

To elect a Chair for the Leisure & Amenities Committee 2019-20

**13. Election of Vice Chair of Leisure & Amenities 2019/20**

To elect a Vice Chair for the Leisure & Amenities Committee 2019-20

**14. Working Parties**

To appoint Councillors to the following Working Parties

- *Allotments*
- *Policies and Governance*
- *Staffing*
- *Response*
- *Fly Tipping and Litter*
- *Assets*
- *Services*
- *Backlands, Former Play Areas*

**15. Membership of Other Bodies**

To approve the membership of other bodies 2019/20 (copy circulated).

**16. Representatives on Outside Bodies**

To approve the Council's Representatives on Outside Bodies for the 2019/20 municipal year (copy circulated).

**17. Councillor Allowances**

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

**18. General Power of Competence**

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

**19. Internal Auditors Report 2018-19**

To receive a final report from West Swindon Parish Council's Auditor (copy attached).

**20. Appointment of Internal Auditor**

To appoint the Internal Auditor for 2019/20 (copy attached).

**21. Review of Standing Orders**

To review and adopt Standing Orders for 2019/20 (copy already circulated).

**22. Review of Financial Regulations**

To review and adopt Financial Regulations for 2019/20 (copy already circulated).

**23. Review of Policies**

To review and adopt the following policies for 2019/20

- Freedom of Information Scheme
- Data Protection Policy
- Complaints Procedure
- Equality Policy
- Health and Safety Policy
- Training and Development Policy
- Tree Policy
- General Reserves Policy
- Annual Project Plan
- Recording and Reporting of Council Meetings
- Risk Management Scheme 2019/20
- Business Continuity Plan 2019/20

**24. Calendar of Meetings 2019/20**

To approve the draft Calendar of Meetings (copy attached)

**25. Review of Property and Assets**

To review the Asset Register (copy attached).

**26. Review of Insurance**

To review the Council's insurance effected on 1 April 2019 (schedule attached)

**27. Year End Accounts 2018-19 – Annual Governance Statement**

To approve the Annual Governance Statement as part of the 2018-19 Annual Return (copy attached)

**28. Year End Accounts 2018-19 – Accounting Statement**

To approve the Year End Accounts 2018-19 and the Accounting Statement as part of the 2018-19 Annual Return (copies attached)

**29. Update from Swindon Borough Councillors**

To receive information and updates from Swindon Borough Councillors present.

**30. Grant Applications**

To receive and approve Grant Applications from

- Wiltshire Fire Service (copy attached)
- Freshbrook & Roughmoor Community Centre Trustees (copy attached)

**Date of next meeting: to be confirmed**

Members of the Parish Council:

Cllr Umar Ali  
Cllr Mike Burtenshaw  
Cllr Stephanie Exell  
Cllr Simon Firth  
Cllr Suresh Gattapur  
Cllr Nigel Gibbons  
Cllr Geoff Gould  
Cllr Ellen Heavens  
Cllr Timothy Makofu  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Trish Philpot  
Cllr Tim Swinyard  
Cllr Caryl Sydney Smith  
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.