



WEST SWINDON PARISH COUNCIL

19 May 2021

Notice of
WEST SWINDON ANNUAL PARISH COUNCIL MEETING
to be held on **MONDAY 24 MAY 2021** at **7.00 pm**
at
SHAW RIDGE PRIMARY SCHOOL, COMMUNITY ROOM, SN5 5PU
Also available online via zoom. Meeting code: 835 5496 5326
Password: 2468

If you wish to attend in person please contact us in advance so that we can ensure that we are able to maintain social distancing and we can update you on our safety measures.

Paula Harrison
Parish Manager

AGENDA

Public Questions, Comments or Representations (**maximum of 20 minutes**).

1. **Election of Chair for 2021/22**
To elect a Chair for the West Swindon Parish Council 2021/22
2. **Declaration of Acceptance of Office**
To accept the Acceptance of Office of the Chair
3. **Election of Vice-Chair 2021/22**
To elect a Vice Chair for the West Swindon Parish Council 2021/22
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.
7. **Minutes of previous meetings**
To confirm and adopt as a true record the minutes of the Parish Council meeting held on 26 April 2021.

To receive Recommendation (Min. 749) that 58 payments detailed in the schedule of payments totaling £194,255,10 are approved.

To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on Monday 10 May 2021

To confirm and adopt the minutes of the Leisure & Amenities Committee held on Wednesday 12 May 2021

To confirm and adopt the minutes of the Planning & Environment Committee held on Wednesday 12 May 2021

8. Terms of Reference and Delegation Scheme

To approve the Terms of Reference and Delegation Scheme for 2021/22 (copy circulated).

9. Appointment of Committees 2021/22

To approve the Parish Council Committees membership

10. Election of Chair of Planning & Environment & Environment Committee 2021/22

To elect a Chair for the Planning & Environment Committee 2021/22

11. Election of Vice Chair of Planning & Environment Committee 2021/22

To elect a Vice Chair for the Planning & Environment Committee 2021/22

12. Election of Chair of Leisure & Amenities 2021/22

To elect a Chair for the Leisure & Amenities Committee 2021/22

13. Election of Vice Chair of Leisure & Amenities 2021/22

To elect a Vice Chair for the Leisure & Amenities Committee 2021/22

14. Working Parties

To appoint Councillors to the following Working Parties

- *Allotment*
- *Policies and Governance*
- *Staffing*
- *Response*
- *Income Generation*
- *Services*
- *Backlands, Former Play Areas*
- *Pump Track*

15. Membership of Other Bodies

To approve the membership of other bodies 2021/22.

16. Representatives on Outside Bodies

To approve the Council's Representatives on Outside Bodies for the 2021/22 municipal year.

17. Statement of Reserves

To consider the report setting out Reserves at 31 March 2021 (copy attached).

18. General Power of Competence

To confirm the Parish Council's eligibility for the General Power of Competence (copy attached).

19. Appointment of Internal Auditor

To appoint the Internal Auditor for 2021/22 (copy attached).

20. Review of Standing Orders

To review and adopt Standing Orders for 2021/22 (copy attached).

21. Review of Financial Regulations

To review and adopt Financial Regulations for 2021/22 (copy attached).

22. Calendar of Meetings 2021/22

To approve the draft Calendar of Meetings (copy attached)

23. Review of Property and Assets

To review the Asset Register 2021 (copy attached).

24. Review of Insurance

To review and confirm the Council's insurance effected on 1 April 2021 (schedule attached)

25. Update from Swindon Borough Councillors

To receive information and updates from Swindon Borough Councillors present.

26. Update from Parish Councillors

To receive information and updates from Swindon Borough Councillors present.

Date of next meeting: Monday 28 June 2021 7.00 pm

Members of the Parish Council:

Cllr Umar Ali
Cllr Mike Burtenshaw
Cllr Step Exell
Cllr Simon Firth
Cllr Suresh Gattapur
Cllr Nigel Gibbons
Cllr Geoff Gould
Cllr Prakash Khaitan
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.