



**WEST SWINDON PARISH COUNCIL**

17 May 2023

Dear Councillor

You are formally summoned to attend the  
**WEST SWINDON ANNUAL PARISH COUNCIL MEETING**  
to be held on **MONDAY 22 MAY 2023** at **7.00 pm** at **Unit 25,**  
**Westmead Industrial Estate, Swindon, SN5 7YT**

Paula Harrison  
Parish Manager

**AGENDA**

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

1. **Election of Chair for 2023/24**  
To elect a Chair for the West Swindon Parish Council Municipal Year 2023/24
2. **Declaration of Acceptance of Office**  
To accept the Acceptance of Office of the Chair
3. **Election of Vice-Chair 2023/24**  
To elect a Vice Chair for the West Swindon Parish Council 2023/24
4. **Code of Conduct**  
To adopt Swindon Borough Council's Code of Conduct (copy circulated).
5. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council.
6. **Minutes of previous meetings**  
To confirm and adopt as a true record the minutes of the Parish Council meeting held on 24 April 2023.
7. **Terms of Reference and Delegation Scheme**  
To approve the Terms of Reference and Delegation Scheme for 2023/24 (draft circulated).
8. **Calendar of Meetings 2023/24**  
To consider and approve the draft Calendar of Meetings (copy attached)
9. **Appointment of Committees 2023/24**  
To confirm and approve the Parish Council Committees' membership

**10. Election of Chair and Vice Chair 2023/24**

To elect a Chair and Vice Chair for the Parish Council Committees 2023/24

**11. Working Parties**

To appoint Councillors to the Working Parties for 2023/24

**12. Membership of Other Bodies**

To approve the membership of other bodies 2023/24

- Swindon Area Committee

**13. Statement of Reserves**

To note for information the report setting out Reserves at 31 March 2023 (copy attached).

**14. General Power of Competence**

To note and confirm the Parish Council's eligibility (copy attached).

**15. Appointment of Internal Auditor**

To confirm the re-appointment of Auditing Solutions for internal audit services 2023/24.

**16. Review of Standing Orders**

To review and adopt Standing Orders for 2023/24 (copy circulated).

**17. Review of Financial Regulations**

To review and adopt Financial Regulations for 2023/24 (copy circulated).

**18. Review of Property and Assets**

To review the Asset Register 2023 (copy attached).

**19. Review of Key Policies**

To review and confirm the Council's key policies

- Health & Safety      - Recording & Reporting of Meetings
- Grievance Procedure   - Formal Complaints Procedure
- Data Protection      - Freedom of Information

**20. Update from Swindon Borough Councillors**

To receive information and updates from Swindon Borough Councillors present.

**21. Update from Parish Councillors**

To receive information and updates from Parish Councillors present.

**22. Mini Forests Proposal**

To consider agreeing in principle to participation in Earthwatch Tiny Forests project (information attached)

Meeting Close.

Members of the Parish Council:

Cllr Junab Ali  
Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Mustafa Ertas  
Cllr Suresh Gattapur

Cllr Leon Grother  
Cllr Rose Llewellyn  
Cllr Timothy Makofu  
Cllr Graham Philpot  
Cllr Trish Philpot

Cllr Nandini Singh  
Cllr Andrew Swinyard  
Cllr Caryl Sydney Smith  
Cllr Keith Williams  
Cllr Sean Wilson

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.

If you wish to access the meeting virtually through Teams – details as follows

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