



WEST SWINDON PARISH COUNCIL

15 May 2024

Dear Councillor

You are formally summoned to attend the
WEST SWINDON ANNUAL PARISH COUNCIL MEETING
to be held on **MONDAY 20 MAY 2024 at 7.15 pm**
Freshbrook Community Centre, Worsley Road, SN5 8LY

Paula Harrison
Parish Manager

AGENDA

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

1. **Election of Chair for 2024/25**
To elect a Chair for the West Swindon Parish Council 2024/25
2. **Declaration of Acceptance of Office**
To accept the Acceptance of Office of the Chair
3. **Election of Vice-Chair 2024/25**
To elect a Vice Chair for the West Swindon Parish Council 2024/25
4. **Apologies and Declarations of Interest & Applications for Dispensation**
To receive any Apologies and Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023.
5. **Code of Conduct**
To adopt Swindon Borough Council's Code of Conduct (copy circulated)
6. **Minutes of previous meetings**

To confirm and adopt as a true record the minutes of the Parish Council meeting held on Monday 29th April 2024

To receive Recommendation (Min.266) that 50 payments detailed in the schedule of payments totaling £88,823.67 be approved.

To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on Monday 29th April 2024

To confirm and adopt the minutes of the Planning & Environment Committee held on Monday 15th April 2024.

7. Services Report

To receive an update on Parish Council services and to receive a request for plant purchasing totaling £2520.25

8. Terms of Reference and Delegation Scheme

To approve the Terms of Reference and Delegation Scheme for 2024/25 (copy circulated).

9. Appointment of Committees 2024/25

To approve the Parish Council Committees membership

10. Election of Chair of Planning, Leisure & Environment Committee 2024/25

To elect a Chair for the Planning & Environment Committee

11. Election of Vice Chair of Planning, Leisure & Environment Committee 2024/25

To elect a Vice Chair for the Planning & Environment Committee

12. Working Parties

To appoint Councillors to the following Working Parties

- *Staffing*
- *Services/Project Planning*
- *Backlands/Community Growing/Allotments*
- *Youth Services/Defibrillator/Bleed kits*
- *Income Generation*

13. Membership of Other Bodies 2024/25

To approve the membership of other bodies

- Swindon Local Council's Forum
- West Swindon Community Safety Group

14. Reserves Policy 2024/25

To consider the report setting out Reserves Policy and statement of reserves as at 31 March 2024 (copy attached).

15. General Power of Competence

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

16. Appointment of Internal Auditor

To appoint the Internal Auditor for 2024/25 (copy attached).

17. Review of Standing Orders

To review and adopt Standing Orders for 2024/25 (copy attached).

18. Review of Financial Regulations

To review and adopt Financial Regulations for 2024/25 (copy attached).

19. Calendar of Meetings 2024/25

To approve the draft Calendar of Meetings (copy to follow)

20. Review of Property and Assets

To review, approve and adopt the following: (link attached)

- Fixed Asset Register 2024

21. Review of Insurance

To review and confirm the Council's insurance effected on 1 April 2024 (schedule attached)

22. Review of Risk Management and Internal Controls

To review, confirm and adopt

- Risk Policy 2024
- Playground Risk Management Strategy 2024
- Financial Risk Management

23. Review of Policies & Risk Assessments

To review, approve and adopt the following: (copies attached)

General:

- CCTV Policy 2024
- Data Protection Policy 2024
- Data Protection Impact Assessment
- Document Retention Policy 2024
- Equality Policy 2024
- Formal Complaints Policy 2024
- Freedom of Information Policy 2024
- Grant Awarding Policy 2024
- Health and Safety Policy 2024
- Investment Strategy 2024
- Recording and Reporting on Council Meetings 2024
- Social Media Strategy 2024
- Vexatious Complaints and Requests Policy 2024
- Volunteering Policy 2024

Staffing Handbook

- Sickness Absence Policy
- Leave of Absence Policy
- Grievance Policy
- Disciplinary Procedure
- Pay Policy 2024
- Performance Review Policy

Risk Assessments – to approve active risk assessments

24. Outline Action Plan

To review an outline action for the Parish Council team for 2024-25 (copy attached)

Members of the Council:

- *Cllr Junab Ali (Chair)*
- *Cllr Peter Bates*
- *Cllr Mustafa Dayan*
- *Cllr Mustafa Ertas*
- *Cllr Suresh Gattapur*
- *Cllr Leon Grother*
- *Cllr Rose Llewellyn (Vice Chair)*
- *Cllr Tim Makofu*
- *Cllr Trish Philpot*
- *Cllr Graham 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.