

**WEST SWINDON PARISH COUNCIL**

16 May 2018

Notice of a meeting of the  
**WEST SWINDON ANNUAL PARISH COUNCIL MEETING**  
to be held on **MONDAY 21 MAY 2018** at **6.30pm**  
at **WEST SWINDON LIBRARY**



Joyce Holman  
Parish Clerk

**AGENDA**

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

1. **Election of Chair for 2018/19**
2. **Declaration of Acceptance of Office**
3. **Election of Vice-Chair 2018/19**
4. **Apologies**
5. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 18 May 2017.
6. **Minutes of previous meetings**  
To confirm as a true record the minutes of the Parish Council meeting held on 30 April 2018
7. **Minutes of the Leisure and Amenities Committee**  
To confirm and adopt the minutes of the Leisure and Amenities Committee meeting held on 09 May 2018
8. **Minutes of the Planning and Environment Committee**  
To confirm and adopt the minutes of the Planning and Environment Committee meeting held on 09 May 2018
9. **Minutes of the Finance and Staffing Committee**  
To receive Recommendation (Minute 405) that the Schedule of Payments for May 2018 of four payments totalling **£3078.35** is agreed as follows:

<b>Councillor allowances</b>	£ 638.75
<b>WALC</b>	£ 84.00
<b>South Swindon Parish Council</b>	£ 1428.00
<b>Link Magazine</b>	£ 927.60
10. **Terms of Reference and Delegation Scheme**  
To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on 10 May 2018.

To approve the Terms of Reference and Delegation Scheme for 2018/19 (copy attached)

**11. Appointment of Committees 2018/19**

To approve the Parish Council Committees and membership

**12. Election of Chair of Planning & Environment & Environment Committee 2018/19**

**13. Election of Vice Chair of Planning & Environment Committee 2018/19**

**14. Election of Chair of Leisure & Amenities 2018/19**

**15. Election of Vice Chair of Leisure & Amenities 2018/19**

**16. Working Parties**

To appoint Councillors to the following Working Parties

- *Allotments*
- *Policies and Governance*
- *Staffing*
- *Response*
- *Fly Tipping and Litter*
- *Assets*
- *Services*

**17. Membership of Other Bodies**

To approve the membership of other bodies 2018/19 (copy attached).

**18. Representatives on Outside Bodies**

To approve the Council's Representatives on Outside Bodies for the 2018/19 municipal year (copy attached).

**19. Councillor Allowances**

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

**20. General Power of Competence**

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

**21. Appointment of Internal Auditor**

To appoint the Internal Auditor for 2018/19 (copy attached).

**22. Review of Standing Orders**

To review and adopt Standing Orders for 2018/19 (copy already circulated).

**23. Review of Financial Regulations**

To review and adopt Financial Regulations for 2018/19 (copy already circulated).

**24. Review of Policies**

To review and adopt the following policies for 2018/19

:

- 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 2018/19
- Business Continuity Plan 2018/19

**25. Calendar of Meetings 2018/19**

To approve the draft Calendar of Meetings (copy attached)

**26. Review of Property and Assets**

To review the Asset Register (copy attached).

**27. Review of Insurance**

To review the Council's insurance effected on 1 April 2018 (schedule attached)

**28. Year End Accounts 2017-18 – Annual Governance Statement**

To approve the Annual Governance Statement as part of the 2017-18 Annual Return (copy attached)

**29. Year End Accounts 2017-18 – Accounting Statement**

To approve the Year End Accounts 2017-18 and the Accounting Statement as part of the 2017-18 Annual Return (copies attached)

**30. Update from Swindon Borough Councillors**

To receive information and updates from Swindon Borough Councillors present.

**31. Reports from Parish Council Representatives**

To receive reports from any Councillors who have represented the West Swindon Parish Council since the last full council meeting.

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 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.