

**WEST SWINDON PARISH COUNCIL**

**WEST SWINDON ANNUAL PARISH COUNCIL  
TUESDAY 14 MAY 2019**

**MINUTES**

**Members of the Parish Council Present:**

Cllr Umar Ali  
Cllr Mike Burtenshaw  
Cllr Stephanie 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

**Officers:**

Paula Harrison Clerk/Parish Manager  
Leanne Curtis, Assistant Clerk

**Residents:** Ten.

**Public Question Time:**

A resident thanked Cllr Steph Exell for hard work and making a difference to Toothill.

Meeting start: 6.32 pm.

**1. Election of Chair for 2019/20**

Nominations received for Cllr Nigel Gibbons.

**RESOLVED** that Cllr Nigel Gibbons is duly elected as Chair of West Swindon Parish Council 2019/20.

**2. Declaration of Acceptance of Office**

Cllr Nigel Gibbons accepted the Office of Chair.  
Declaration of Office book signed.

**3. Election of Vice-Chair 2019/20**

Nominations received for Cllr Nick Martin.

**RESOLVED** that Cllr Nick Martin is duly elected as Vice Chair of West Swindon Parish Council 2019/20

**4. Apologies**

Apologies for absence – None required.

**5. Code of Conduct**

Swindon Borough Council's Code of Conduct has been circulated, a copy of which appears as **APPENDIX A** in the Minute Book

**RESOLVED** that the Code of Conduct be approved and adopted.

**6. Declarations of Interest & Applications for Dispensation**

Cllr Tim Swinyard – Trustee of Freshbrook Community Centre (Agenda Item 30).

**7. Minutes of previous meetings**

Councillors reviewed the minutes of the Parish Council meeting held on 25 March 2019, a copy of which appear as **APPENDIX B** in the Minute Book.

**RESOLVED** that the Minutes of Full Council 25 March 2019 be approved and adopted.

**8. Terms of Reference and Delegation Scheme**

Councillors reviewed the Terms of Reference and Delegation Scheme for 2019/20.

Cllr M Martin proposed an amendment to Committee Membership as follows:  
Finance & Staffing Committee, a maximum membership of 10  
Planning & Environment Committee, a maximum membership of 11  
Leisure & Amenities Committee, a maximum membership of 11

**RESOLVED** that the Terms of Reference and Delegation Scheme for 2019/20 be approved and adopted subject to the amendment proposed.  
A copy of which appears in the Minute Book as **APPENDIX C**.

**9. Appointment of Committees 2019/20**

Nominations to Committees received, a copy of which appears as **APPENDIX D** in the Minute Book.

**RESOLVED** that all nominations to Committees be approved.

**10. Election of Chair of Planning & Environment & Environment Committee 2019/20**

Nominations received for Cllr Caryl Sydney Smith

**RESOLVED** that Cllr Caryl Sydney Smith is duly elected as Chair of Planning & Environment Committee 2019/20.

**11. Election of Vice Chair of Planning & Environment Committee 2019/20**

Nominations received for Cllr Prakash Khaitan.

**RESOLVED** that Cllr Prakash Khaitan is duly elected as Vice Chair of Planning & Environment Committee 2019/20.

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

Nominations received for Cllr Keith Williams.

**RESOLVED** that Cllr Keith Williams is duly elected as Chair of Leisure & Amenities Committee 2019/20.

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

Nominations received for Cllr Trish Philpot and Cllr Suresh Gattapur.  
Votes cast.

**RESOLVED** that Cllr Suresh Gattapur is duly elected as Vice Chair of Leisure & Amenities Committee 2019/20.

## **14. Working Parties**

**RESOLVED** that Councillors are appointed to Working Parties as detailed in **APPENDIX E** in the Minute Book.

## **15. Membership of Other Bodies**

**RESOLVED** that the membership of other bodies 2019/20 is agreed as detailed in **APPENDIX F** in the Minute Book

## **16. Representatives on Outside Bodies**

**RESOLVED** that the Council's Representatives on Outside Bodies for the 2019/20 is approved as detailed in **APPENDIX F** in the Minute Book.

## **17. Councillor Allowances**

Councillors consider the report of the Parish Manager regarding Councillor Allowances a copy of which appears as **APPENDIX G** in the Minute Book.

Cllr Philpot proposed that allowances be set at £1000 per annum for Councillors and £2000 for the Chair, and, taken at the personal discretion of each Councillor.

Cllr N Martin proposed that the allowances remain at the current rate of £365 per annum for Councillors and £730 for the Chair.

7.15 pm Standing orders suspended to allow feedback from residents.

7.17 pm Standing orders reinstated.

Votes cast.

**RESOLVED** that allowances remain at the current rate of £365 per annum for Councillors and £730 per annum for the Chair.

## **18. General Power of Competence**

Councillors considered the report of the Parish Manager regarding General Power of Competence, a copy of which appears as **APPENDIX H** in the Minute Book.

**RESOLVED** that West Swindon Parish Council confirms that it meets the criteria to exercise the General Power of Competence in 2019-20.

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

Councillors reviewed a final report from West Swindon Parish Council's internal Auditor, Auditing Solutions Ltd, a copy of which appears as **APPENDIX I** in the Minute Book.

**RESOLVED** that the Parish Council notes and approves the report.

#### **20. Appointment of Internal Auditor**

Councillors considered a report from the Parish Manager recommending the Reappointment of Auditing Solutions as the Internal Auditor for 2019/20, a copy of which appears as **APPENDIX J** in the Minute Book.

#### **21. Review of Standing Orders**

Councillors considered the Standing Orders for 2019/20, a copy of which appears as **APPENDIX K** in the Minute Book. The Parish Manager reported that these are based on a template recommended by the National Association of Local Councils. The Parish Manager suggested that these would benefit from being updated particularly in terms of language and gender references.

**RESOLVED** that the Standing Orders 2019/20 be adopted subject to updates proposed by the Parish Manager

#### **22. Review of Financial Regulations**

Councillors reviewed Financial Regulations for 2019/20 a copy of which appears as **APPENDIX L** in the Minute Book.

#### **23. Review of Policies**

Councillors reviewed policies for 2019/20, copies of which appear as **APPENDIX M** in the Minute Book.

**RESOLVED** that the following policies be approved and adopted 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**

Councillors considered a draft Calendar of Meetings, a copy of which appears as **APPENDIX N** in the Minute Book. The Assistant Clerk reported a number of unforeseen diary conflicts with Swindon Borough Council meetings.

**RESOLVED** that the Assistant Clerk reviews the dates and a revised Calendar is circulated.

## **25. Review of Property and Assets**

Councillors reviewed the Asset Register, a copy of which appears as **APPENDIX O** in the Minute Book.

**RESOLVED** that the Register of Assets be approved and agreed, subject to assets de minimus of £1000 being removed from the Register.

## **26. Review of Insurance**

Councillors review the Council's insurance effected on 1 April 2019, a copy of which appears as **APPENDIX P** in the Minute Book. The Parish Manager reported that this insurance currently did not cover assets listed in the Asset Register or other play equipment across West Swindon for accidental damage/replacement.

**RESOLVED** that the Parish Manager secures a quote for amendment to the current schedule to include material damage cover for the new play equipment purchased by the Parish Council, to be reported to a future meeting.

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

Councillors considered the draft Annual Governance Statement to form part of the 2018-19 Annual Return for External Audit, a copy of which appears as **APPENDIX Q** in the Minute Book.

**RESOLVED** that Councillors confirm and approve and Annual Governance Statement 2018/19. Statement signed by the Chair.

## **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 of which appear as **APPENDIX R** in the Minute Book.

**RESOLVED** that Councillors confirm and approve and Annual Accounting Statement 2018/19 to form the Annual Return from West Swindon Parish Council. Statement signed by the Chair.

## **29. Update from Swindon Borough Councillors**

Cllr Swinyard updated on progress at Lydiard House and gardens. Progress has been made to address £850,000 of backlog maintenance.

Cllr Swinyard also confirmed that training was available to Parish Councillors. The Parish Manager indicated the training programme would be circulated.

Cllr Courtliff updated on progress to address speeding issues on Hay Lane following recent speed monitoring.

## **30. Grant Applications**

Councillors received grant applications, copies of which appear as **APPENDIX S** in the Minute Book.

**RESOLVED** that the following grants be approved:

- Wiltshire Fire Service 'Safe Drive Stay Alive' £2000
- Freshbrook & Roughmoor Community Centre Trustees Community Buildings Fund £20,000.

Cllr Swinyard abstained.

**Date of next meeting: Monday 17 June 2019**

Signed: .....  
Chair, West Swindon Parish Council

Date: .....

DRAFT