

# **CENTRAL SWINDON SOUTH PARISH COUNCIL**

12 May 2017

Notice of a meeting of  
**CENTRAL SWINDON SOUTH ANNUAL PARISH COUNCIL**  
to be held on **WEDNESDAY 17 MAY 2017** at **6.30pm**  
in **COMMITTEE ROOM 6, CIVIC OFFICES**

## **AGENDA**

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

1. **Election of Chair for 2017/18**  
To receive self-nomination papers (copies attached).
2. **Declaration of Acceptance of Office**
3. **Election of Vice-Chair 2017/18**  
To receive self-nomination papers (copies attached).
4. **Apologies**
5. **Declaration of Acceptance of Office – Councillors**  
To approve the latest date for the signing of the Declaration of Acceptance of Office for those Councillors not present at this meeting.
6. **Code of Conduct**  
To adopt the Code of Conduct recommended and supported by Swindon Borough Council (copy already circulated).
7. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council in Item 6.
8. **Minutes of the previous meetings**  
To confirm as a true record the minutes of the Shadow Parish Council meeting held on 27 April 2017.
9. **Terms of Reference and Delegation Scheme**  
To approve the Terms of Reference and Delegation Scheme for 2017/18 (copy already circulated).
10. **Appointment of Committee 2017/18**  
To approve the Committee Structure and membership for 2017/18 (copy attached).

11. **Election of Chair and Vice-Chair of Planning & Environment Committee**
12. **Election of Chair and Vice-Chair of Leisure & Amenities Committee**
13. **Appointment of Working Parties**  
To approve the Working Parties for the 2017/18 municipal year (copy attached).
14. **Membership of Other Bodies**  
To approve the membership of other bodies (copy attached).
15. **Representatives on Outside Bodies**  
To approve the Council's Representatives on Outside Bodies for the 2017/18 municipal year (copy attached).
16. **Councillor Allowances**  
To consider the report of the Clerk regarding Councillor Allowances (copy attached).
17. **Appointment of Internal Auditor**  
To review the work of the Internal Auditor and appoint the Internal Auditor for 2017/18 (copies attached).
18. **General Power of Competence**  
To consider the report of the Clerk (copy attached).
19. **Policy Document**  
Clerk to report on the requirement to draw up of a Central Swindon South Policy Document.
20. **Forward Plan**  
Clerk to report on the drawing up of a Forward Plan.
21. **Review of Standing Orders**  
To review and adopt Standing Orders for 2017/18 (copy already circulated).
22. **Review of Financial Regulations**  
To review and adopt Financial Regulations for 2017/18 (copy already circulated).
23. **Freedom of Information**  
To adopt the Freedom of Information scheme (copy attached).
24. **Review of Property and Assets**  
To review the Asset Register (copy attached).
25. **Review of Insurance**  
To review the insurance effect on 1 April 2017 and consider the response to questions from the meeting of the Shadow Parish Council on 27 April 2017 (copy attached).
26. **Review of Risk Assessment**  
Clerk to report.
27. **Complaints Procedure**  
To adopt a Complaints Procedure (copy attached).
28. **Review of other Policies**  
To adopt the following Policy Documents : Data Protection and Information Security; Equality & Diversity; Grants; Habitual & Vexatious Complainant; Health & Safety; Internal Controls; Investment Strategy; Press & Media; Recording & Reporting on Council Meetings; Records Management; Training (copies attached or already circulated).

- 29. Transfer of Services from Swindon Borough Council (Min.68 – 27.04.17)**  
To receive a report from the Service Manager at Swindon Borough Council (copy attached) and consider the Deed for the transfer of responsibility of services (copy attached for New Councillors).
- To consider setting up a Services Working Party to look at the delivery of services in the future.
- 30. Transfer of Assets from Swindon Borough Council (Min.69 – 27.04.17)**  
Clerk to report on the transfer of assets in the Order.
- To consider setting up an Assets Working Party to oversee the transfer of assets to the Parish Council.
- 31. Broadgreen Community Centre (Min.45 – 02.03.17)**  
To consider setting up a Broadgreen Working Party to secure the future of the Broadgreen Community Centre.
- 32. Parish Office**  
Clerk to report.

Members of Parish Council

Cllr Junab Ali

Cllr Steve Allsopp

Cllr Nicholas Burns-Howell

Cllr Michael Dickinson

Cllr Paul Dixon

Cllr John Firmin

Cllr Mary Gladman

Cllr Anthony Hawkins

Cllr Neil Hopkins

Cllr Janine Lowry

Cllr Jamal Miah

Cllr Javed Miah

Cllr Jane Milner-Barry

Cllr Dawn Pajak

Cllr Stan Pajak

Cllr Trish Philpot

Cllr Toby Robson

Cllr Imtiyaz Shaikh

Cllr John Short

Cllr Barrie Thompson

Cllr Chris Watts

Cllr Nadine Watts

Cllr Dave Wood

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.