

**SOUTH SWINDON PARISH COUNCIL**  
(Central Swindon South Parish Council)

9 May 2018

Notice of a meeting of the  
**SOUTH SWINDON ANNUAL PARISH COUNCIL**  
to be held on **TUESDAY 15 MAY 2018** at **6.30pm**  
at **BROADGREEN COMMUNITY CENTRE**

**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. **New Councillor**  
To note the election of Cllr Patrick Herring on 3 May 2018 and the signing of the Declaration of Acceptance of Office.
5. **Apologies**
6. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 17 May 2017.
7. **Minutes of the previous meetings**  
To confirm as a true record the minutes of the Parish Council meeting held on 17 April 2018.
8. **Planning & Environment Committee**  
To confirm and adopt the minutes of the Planning & Environment Committee held on 24 April 2018.
9. **Finance & Staffing Committee**  
To confirm and adopt the minutes of the Finance & Staffing Committee held on 24 April 2018.
10. **Terms of Reference and Delegation Scheme**  
To approve the Terms of Reference and Delegation Scheme for 2018/19 (copy attached).
11. **Appointment of Committee 2018/19**  
To approve the Committee Structure and membership for 2018/19 (copy attached).

12. **Election of Chair of Planning & Environment Committee 2018/19**
13. **Election of Vice-Chair of Planning & Environment Committee 2018/19**
14. **Election of Chair of Leisure & Amenities Committee 2018/19**
15. **Election of Vice-Chair of Leisure & Amenities Committee 2018/19**
16. **Appointment of Working Parties**  
To approve the Working Parties for the 2018/19 municipal year (copy attached).
17. **Membership of Other Bodies**  
To approve the membership of other bodies (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 Clerk regarding Councillor Allowances (copy attached).
20. **Appointment of Internal Auditor**  
To review the work of the Internal Auditor and appoint the Internal Auditor for 2018/19 (copy attached).
21. **General Power of Competence**  
To consider the report of the Clerk (copy attached).
22. **Policy Document**  
Clerk to report.
23. **Forward Plan**  
To review the Forward Plan (copy attached).
24. **Review of Standing Orders**  
To review and adopt Standing Orders for 2018/19 and Clerk to report.
25. **Review of Financial Regulations**  
To review and adopt Financial Regulations for 2018/19 (copy already circulated).
26. **Freedom of Information**  
To adopt the Freedom of Information scheme (copy already circulated).
27. **Review of Property and Assets**  
To review the Asset Register and agree a de minimis value for equipment and machinery (copy attached).
28. **Review of Insurance**  
To review the insurance effected on 1 April 2018 (copy attached).
29. **Review of Risk Assessment**  
Clerk to report.
30. **Complaints Procedure**  
To review the Complaints Procedure (copy already circulated).

31. **Review of other Policies**  
To adopt the following Policy Documents : Equality & Diversity; Habitual & Vexatious Complainant; Health & Safety; Internal Controls; Investment Strategy; Press & Media; Recording & Reporting on Council Meetings; Records Management; Training (copies already circulated). To consider the amended Grants Policy and Clerk to report on the Data Protection and Information Security Policy.
32. **Calendar of Meetings 2018/19**  
To approve the draft Calendar of Meetings (copy attached).
33. **Community Safety Forum**  
Chair to report.
34. **Broadgreen Working Party**  
To consider the report of the Broadgreen Working Party (copy to follow).
35. **World War 1 Working Party**  
To consider the report of the World war 1 Working Party (copy to follow).
36. **StreetSmart SLA for 2018/19**  
To approve the amendments to the SLA for 2018/19 financial year (copy attached).
37. **Year End Accounts 2017/18 - Annual Governance Statement**  
To approve the Annual Governance Statement 2017/18 as part of the 2017/18 Annual Return (copy attached).
38. **Year End Accounts 2017/18 – Accounting Statement**  
To approve the Year End Accounts 2017/18 and the Accounting Statement 2017/18 as part of the 2017/18 Annual Return (copies attached).
39. **Admission of Public and Press.**  
To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’. Reason – Staffing Issues.
40. **Old Town Library Opening Hours**  
To consider the report of the Clerk (copy to follow).

Members of Parish Council

Cllr Chris Watts (Chair)

Cllr Janine Howarth (Vice-Chair)

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 Patrick Herring

Cllr Neil Hopkins

Cllr Jamal Miah

Cllr Javed Miah

Cllr Jane Milner-Barry

Cllr Dawn Pajak

Cllr Stan Pajak

Cllr Trish Philpot

Cllr Toby Robson

Cllr Imtiaz Shaikh

Cllr John Short

Cllr Barrie Thompson

Cllr Nadine Watts

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.