

WEST SWINDON PARISH COUNCIL

Minutes of the

WEST SWINDON ANNUAL PARISH COUNCIL held
on **MONDAY 20 MAY 2024** at **7.15 pm**
at **Freshbrook Community Centre, Worsley Road.**

Present:

Cllr Junab Ali
Cllr Mustafa Dayan
Cllr Mustafa Ertas
Cllr Leon Grother
Cllr Rose Llewellyn
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

Officers: Paula Harrison (Parish Manager)

Public: Four

7.20 pm Public Questions:

None

Meeting Start: 7.23 pm

1. Election of Chair for 2024/25

Cllr Ali opened the meeting and invited nominations for the election of a Chair for the West Swindon Parish Council Municipal Year 2024/25. Nominations were received for Cllr Rose Llewellyn and Cllr Caryl Sydney Smith. A vote was taken and tied with 5 votes a piece, Cllrs Ali, Dayan and Ertas abstained.

Meeting paused 7.33 pm. Meeting resumed 7.45 pm.

Nominations for the election of a Chair for the West Swindon Parish Council Municipal Year 2024/25 were invited. Nomination was received for Cllr Llewellyn. A vote was taken, Cllr Llewellyn was unanimously elected.

RESOLVED that Cllr Llewellyn is duly elected as Chair for the West Swindon Parish Council Municipal Year 2024/25. Cllrs Ali, Dayan and Ertas abstained.

2. Declaration of Acceptance of Office

Cllr Llewellyn accepted the Office of Chair. Declaration of Office book to be signed at a future date.

3. Election of Vice-Chair 2024/25

For the election of a Vice Chair for the West Swindon Parish Council 2024/25, nominations were received for Cllr Caryl Sydney Smith.

RESOLVED that Cllr Sydney Smith is duly elected as Vice Chair of West Swindon Parish Council for 2024/25. Cllrs Ali, Dayan and Ertas abstained.

4. Apologies, Declarations of Interest & Applications for Dispensation

To receive any Declarations of Interest required by the Code of Conduct adopted on 22 May 2023. None declared.

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 adopted

6. Minutes of previous meeting

Councillors reviewed the minutes of the Parish Council meeting held on Monday 29th April 2024 a copy of which appears as **APPENDIX B** in the Minute Book.

Councillors received Recommendation (Min.266) that 50 payments detailed in the schedule of payments totalling £88,823.67 be approved.

Councillors reviewed the minutes of the Finance & Staffing meeting held on Monday 29th April 2024 a copy of which appears as **APPENDIX C** in the Minute Book

Councillors reviewed the minutes of the Planning, Leisure & Environment Committee held on 15th April 2024, a copy of which appears as **APPENDIX D** in the Minute Book.

RESOLVED

a) (Min.266) that 50 payments detailed in the schedule of payments totalling £88,823.67 be approved

b) that the Minutes of Full Council held on Monday 29th April 2024 be approved and adopted.

c) The minutes of the Finance and Staffing Committee meeting held on Monday 29th April 2024 be approved and adopted

d) The minutes of the Planning, Leisure & Environment Committee held on 15th April 2024 be approved and adopted
Cllr Ali abstained.

7. Services Report

Councillors received a Services Report setting out progress to date on the delivery of key services, a copy of which appears as **Appendix E** in the Minute Book.

RESOLVED that expenditure of £2,520.25 for plant purchasing be approved.
Cllr Ali abstained.

8. Terms of Reference and Delegation Scheme

Councillors reviewed the Terms of Reference and Delegation Scheme for 2024/25 a copy of which appears as **Appendix F** in the Minute Book.

RESOLVED that the Terms of Reference and Delegation Scheme is approved and adopted.
Cllr Ali abstained.

9. Appointment of Committees 2024/25

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

RESOLVED that membership was approved as follows:

Finance & Staffing: Cllrs Llewellyn, Sydney Smith, Ali, Dayan, Ertas, Grother, G Philpot, T Philpot, Swinyard, Williams, Wilson

Planning, Leisure & Environment: Cllrs Grother, Wilson, Bates, Dayan, Ertas, Gattapur, G Philpot, T Philpot, Singh, Swinyard, Sydney Smith.

10. Election of Chair of Planning, Leisure & Environment Committee

Nominations received for Chair and Vice Chair of the Planning, Leisure and Environment Committee.

RESOLVED that Cllr Leon Grother is duly elected as Chair.
Cllr Ali abstained.

11. Election of Chair of Planning, Leisure & Environment Committee

Nominations received Vice Chair of the Planning, Leisure and Environment Committee.

RESOLVED that Cllr Sean Wilson is duly elected as Vice Chair.
Cllr Ali abstained.

12. Working Parties

RESOLVED that membership of the Services Working Party to be agreed as follows:

- *Staffing – RL, CSS, GP, AS, SW*
- *Services/Project Planning – RL, CSS, KW, LG*
- *Backlands/Community Growing/Allotments – RL, LG, CSS, SW, MD, TP, KW*
- *Youth Services/Defibrillator/Bleed kits – RL, CSS, NS, TM, GP, TP*
- *Income Generation – RL, CSS, TM, SW*

13. Membership of Other Bodies 2024/25

RESOLVED that membership is confirmed as follows:

- Swindon Local Council's Forum - Cllr Llewellyn, Cllr G Philpot
- West Swindon Community Safety Group – all Councillors

Cllr Ali abstained.

14. Reserves Policy 2024-25

Councillors received the draft Reserves Policy a copy of which appears as **APPENDIX H** in the Minute Book. This was duly noted for information.

RESOLVED that the Reserves Policy 2024/25 be adopted.

Cllr Ali abstained.

15. General Power of Competence

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

RESOLVED that West Swindon Parish Council confirms that it meets the criteria to exercise the General Power of Competence in 2024/25 and it is duly adopted.

Cllr Ali abstained.

16. Appointment of Internal Auditor

Councillors confirmed the re-appointment of the company Auditing Solutions for internal audit services 2024/25.

Cllr Ali abstained.

17. Review of Standing Orders

Councillors considered the Standing Orders for 2024/25, a copy of which appears as **APPENDIX J** in the Minute Book.

RESOLVED that the Standing Orders 2024/25 be adopted.

Cllr Ali abstained.

18. Review of Financial Regulations

Councillors reviewed Financial Regulations for 2024/25 a copy of which appears as **APPENDIX K** in the Minute Book. Councillors noted changes to the delegation sums awarded to the Clerk and Chair and delegated budget approvals by Committee.

RESOLVED that the Financial Regulations be approved and adopted.

Cllr Ali abstained.

19. Calendar of Meetings 2024/25

Councillors reviewed the Calendar of Meetings a copy of which appears as **APPENDIX L** in the Minute Book

RESOLVED that the Calendar of Meetings 2024/25 be approved.

Cllr Ali abstained.

20. Review of Property and Assets

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

RESOLVED that the Register of Assets be approved and agreed.
Cllr Ali abstained.

21. Review of Insurance

Councillors reviewed the Insurance schedule, a copy of which appears as **APPENDIX N** in the Minute Book. The Council is mid way through a 3 year agreement with Zurich and will seek quotes for best price on its vehicle insurance renewal later in the year.

RESOLVED that the Insurance schedule and provider be confirmed for 2024/25
Cllr Ali abstained.

22. Review of Risk Management and Internal Controls

Councillors reviewed the risk assessment pack for 2024/25 a copy of which appears as **APPENDIX O** in the Minute Book

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

RESOLVED that the risk assessment documents be approved and adopted for 2024/25
Cllr Ali abstained.

23. Review of Policies and Procedures

Councillors received and reviewed the following, copies of which appear as **APPENDIX P** in the Minute Book

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 2024/25
- 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

RESOLVED that the policies and risk assessments be approved and adopted for 2024/25

Cllr Ali abstained.

24. Outline Action Plan

Councillors received a draft action plan for 2024/25, a copy of which Appears as **APPENDIX Q** in the Minute Book.

RESOLVED that the draft action plan be approved and adopted for 2024/25

Cllr Ali abstained.

Meeting Close: 8.12 pm

Signed:

Chair, West Swindon Parish Council

Date: