

## ANNUAL MEETING OF HAYDON WICK PARISH COUNCIL

7<sup>th</sup> May 2019

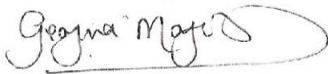
**To: All members of Haydon Wick Parish Council**

Councillors L Brown (Outgoing Chairman), E Baker-Lee, S Callen, S Fateru, J Fuller, R Hailstone, J Jackson, S Heyes, A John, V Manro, S McDermott, D Rodgers, A Roupelis, K T Naik, R Venkatesh and R Worman.

Dear Councillor,

You are summoned to the annual meeting of Haydon Wick Parish Council which will be held at the Parish Council Offices, Thames Avenue, Haydon Wick SN25 1QQ on Tuesday 14<sup>th</sup> May 2019 at 7.30pm. Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting. Swindon Borough Council Ward Members, the public and press are also invited.

Yours sincerely



**Georgina Morgan-Denn BA (Hons), PSLCC**  
Clerk to Council

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### AGENDA

- 1. Councillors to sign their acceptance of office**
- 2. Election of Chairman of Council**
- 3. To receive the declaration of acceptance from the newly elected Chairman of Council**
- 4. Election of Vice-Chairman of Council**
- 5. To receive the declaration of acceptance of office from the newly elected Deputy Vice-Chairman of Council**
- 6. Apologies**  
To receive and approve.
- 7. Declarations of Interest**  
To receive any Declarations of Interest. To note the Declarations of Interest forms must be returned to the Clerk within 28 days of taking office.

**8. Public Participation**

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

**9. 2019/20 Meeting Dates**

To approve the meeting dates for 2019/20 (attached).

**10. Nominations of Members to Committees (9 positions, quorum 5):**

Policy & Finance  
Amenities & Leisure  
Planning & Highways

**11. Nominations of Chair to Committees:**

Policy & Finance  
Amenities & Leisure  
Planning & Highways

**12. Nominations of Members to Sub-Committees (3 positions, quorum 3):**

Grants  
Community Engagement  
Community Transport  
Christmas Parcels  
Emergency Planning

**13. Committee & Sub-Committee Terms of Reference**

To agree to defer reviewing the terms of reference until the first meeting of each committee.  
Recommendations to Full Council in June.

**14. Council Meetings Start Time**

To consider a request to change the start time of all Council meetings to 7.00pm

**15. Nominations to Outside Bodies (two representatives):**

Wiltshire Association of Local Councils (WALC) / National Association of Local Councils (NALC)  
Swindon Area Committee of (SAC) of WALC  
Liaison Officer with Seven Fields Conservation Areas  
North Swindon Community Group (working title)

**16. General Power of Competence**

To resolve to adopt the General Power of Competence (attached).

**17. Councillor Allowances**

To note the Councillors receiving an allowance (tabled).

**18. Councillor Meetings Summons Preference**

To note the Councillor Summons preferences (tabled).

**19. Minutes of the Preview Meetings**

To agree as a true record the minutes of the following meetings:

Full Council - Minutes of the Full Council meeting held on Tuesday 16<sup>th</sup> April 2019 (attached).

## **20. Committee Reports**

To receive and note the minutes of the following meeting and approve any recommendations made to the Full Council.

- (a) Planning & Highway Committee - Minutes of meeting held on Tuesday 2<sup>nd</sup> April 2019 (attached).

## **21. Councillor Reports**

To receive reports from Councillors. For information only.

## **22. Swindon Borough Ward Councillor Reports**

To receive reports from and raise questions to Swindon Borough Ward Councillors. For information only.

## **23. Community Engagement**

To receive an update on the following items:

- (a) Christmas Parcel Scheme 2019 (attached)
- (b) Christmas Card Competition (attached)
- (c) Haydon Wick Magazine

## **24. Memorial Tree**

To consider a request from a local resident to plant a memorial tree in Haydon End (attached).

## **25. Clerk's Report**

To update on issues and actions since the last meeting that do not appear on the agenda. For information only.

## **26. Councillor Vacancies - co-option panel**

To nominate five Councillors to sit on the co-option panel (a maximum of three will be required). Co-opted candidates to be recommended by the panel and join the Council from June 2019.

## **27. Financial Matters**

- (a) To note deferring the Income & Expenditure Statement for April 2019 to Policy & Finance
- (b) To note deferring the Bank Statements and Bank Reconciliations for April 2019 to Policy & Finance
- (c) To approve the Payment Schedule for April/May 2019 (tabled).
- (d) To nominate two Councillors to attend the office to check and sign the Payment Schedule.
- (e) To approve a Direct Debit mandate for the electricity supply (Haven Power Limited)

## **28. Items for Next Agenda**

To propose agenda items for next meeting on 18<sup>th</sup> June 2019.

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.

Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed.

Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.