

Parish & Town Clerk's Operations Meeting - Agenda

Roles & Responsibilities:

Chair: Kirston Nelson

Minutes: Tara Forrest

Date: Monday 7th October 2024

Time: 10.30 – 12.00

Venue: Teams

Attendees: Kirston Nelson - SBC (Chair), Andy Reeves - Central Swindon North, Jaine Blackman – Bishopstone, Clair Wilkinson - Chiseldon, David Sellars – Inglesham, Deanne Rose - Highworth, Emma Freemantle - Wroughton, Emma Sylvester - St Andrews, Jake Mee - Central South Swindon, Paula Harrison - West Swindon, Laura Evans - Covingham, Teresa Wyborne - Castle Eaton, Amy Loxton - Stratton St Margaret, Summer Watson - Stanton Fitzwarren, Karen Clay - Hannington, Georgina Morgan-Denn - Haydon Wick, Laura Evans - Liddington, Emma Hill - Nythe, Eldene & Liden, Kevin Morgan - South Marston , Georgia Wheeler - Wanborough, Tracey Judd – Blunsdon, Helena Robinson – SBC, Tara Forrest - SBC

Apologies:

If you have something you need to present, please ensure you have the equipment to present your item yourself

Agenda Items				
Agenda Item/Purpose	Owner	Documents / Links	Minutes	Actions
Minutes from Last meeting	All			
SBC Update - Welcome & introduction KN - Purpose of meeting KN - Partnership working KN/ HR - Council position KN	All		Welcome & Introduction The meeting was initiated by Kirston Nelson, the new chair from Swindon Borough Council, who introduced herself and welcomed the attendees. Each participant introduced themselves, representing various parish councils and Swindon Borough Council (SBC). Purpose of Meeting Kirston expressed the intention to redefine the meeting's purpose to enhance productivity and strategic discussion. The aim was to foster a collaborative environment where issues could be addressed proactively, and partnership opportunities could be fully utilised. Partnership Working The discussion focused on establishing a more productive and collaborative environment to address issues and share positions effectively. The attendees aimed to establish a sense of unity and partnership, moving away from an 'us and them' dynamic. The meeting also touched on the importance of involving parishes in strategic documents and consultations. Council Position	Tara to rename the meeting to Parish and Town Clerks Operations Meeting going forward.

			Kirston provided an overview of the council's financial position and the potential shortfall for the upcoming year. She emphasised the need for partnership and transparency in addressing service delivery and community provision.	
Operational Issues • Legal / Property (Property) • Community Governance Review (Legal) • Enforcement Officers in and around Town Centre (Community safety) • Leases (Property)) • SBC Transfer of Services (Operations)	Georgina Morgan-Denn (Haydon Wick) Jake Mee (Central South) Jake Mee Jake Mee Jake Mee		Legal / Property (Property) Georgina raised issues with property and legal matters, including covenant issues and lease renewals that had been causing delays in parish development. Steve provided a direct contact within the property team to facilitate communication and resolution. Community Governance Review (Legal) Jake from enquired about the status of a potential Community Governance Review. Kirston committed to providing an update after further discussions with Lisa and Steve. Enforcement Officers in and around Town Centre (Community Safety) Jake sought updates on enforcement officers' arrangements. Sam provided information on the current provision of Safe Street wardens funded by a grant, which was intended to fill the gap temporarily. Leases (Property) Jake raised concerns about restrictive leases and the potential for freehold transfers or less prescriptive leases in future discussions. Kirston and Helena will get involved in conversations with Kathy about community asset transfers to make them more integrated and less restrictive. SBC Transfer of Services (Operations) The discussion covered the transfer of services from SBC to parishes, focusing on the need for clear communication about the reduction of services. Steve clarified that the council is not ceasing services but reducing them to the statutory minimum and is still committed to transferring services where possible.	• Steve, Kirston & Helena to meet with Lisa Hall to discuss and then provide an update. • Steve to discuss the Jadu system integration with the customer service team and provide an update.
Forward Plan	All		The meeting concluded with a forward planning segment, where attendees were encouraged to contribute future	

			agenda items. This would ensure that relevant topics and strategies are discussed in a timely manner, and that parishes are kept informed about consultations and strategic plans.	
Date of Next meeting			The next meeting was scheduled for 6th January, with a call for items well in advance of Christmas.	
AOB			Round 2 of the Let's Talk Swindon Events will be taking place in Nov and Dec.	• Helena to share details of the Let's Talk Swindon events with the parishes