

ANNUAL COUNCIL MEETING

9th May 2023

To: All members of Haydon Wick Parish Council

Councillors V Manro (Outgoing Chairman), E Baker Lee (Outgoing Vice Chair), G Choudhury, G, S Fateru, C Flux, J Fuller, R Hailstone, S Heyes, J Jackson, A John, A Junab, O Munagala, A Ogunjimi, B Patrick-Okoh, A Roupelis and R Worman.

Dear Councillor,

You are summoned to a formal meeting of Haydon Wick Parish Council on Tuesday 16th May 2023 at 19.30. The meeting will be held at the Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

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. Any questions for the public participation must be sent to clerk@haydonwick.gov.uk no later than 4.00pm on Monday 15th May 2023.

Yours sincerely

Georgina Morgan-Denn

**Georgina Morgan-Denn BA (Hons), FSLCC
Chief Officer/Clerk to Council & RFO**

AGENDA

- 1. Election of Chairman to Council**
- 2. To receive Declaration of Acceptance from the newly elected Chairman of the Council**
- 3. Election of Vice Chairman to Council**
- 4. To receive Declaration of Acceptance from the newly elected Vice Chairman of the Council**
- 5. Acceptance of Office**
To receive acceptance of office from all Members.
- 6. Chairman's Announcements (if any)**
- 7. Apologies**
To receive and approve.
- 8. Declarations of Interest**
To receive any Declarations of Interest.

- 9. Swindon Borough Ward Councillor Reports**
To receive reports from and ask questions to Swindon Borough Council (Ward Councillors.
For information only.
- 10. Public Participation**
A period not exceeding 15 minutes for members of the public to speak or submit comments.
- 11. Minutes of the Previous Meeting**
To confirm as a true record the minutes of the meeting held on Tuesday 3rd May 2022
(attached).
- 12. Scheme of Delegation**
To review the Scheme of Delegation (attached).
- 13. Terms of Reference**
To review the Council meetings' Terms of Reference (attached):
 - 13.1 Community Development Committee
 - 13.2 Parks & Open Spaces Committee
 - 13.3 Planning & Highways Committee
 - 13.4 Finance & Policy Committee
 - 13.5 Personnel Sub Committee
 - 13.6 Chairs & Strategic Development Sub Committee
 - 13.7 Generic Working Party
- 14. 2023/2024 Meeting Dates**
To approve the meeting dates for 2023/2024 (attached).
- 15. Nominations of Members of Committees**
 - 15.1 Community Development
 - 15.2 Parks & Open Spaces
 - 15.3 Planning & Highways
 - 15.4 Finance & Policy
- 16. Nominations of Chairs of Committees**
 - 16.1 Community Development
 - 16.2 Parks & Open Spaces
 - 16.3 Planning & Highways
 - 16.4 Finance & Policy
- 17. Nominations of Vice Chairs of Committees**
 - 17.1 Community Development
 - 17.2 Parks & Open Spaces
 - 17.3 Planning & Highways
 - 17.4 Finance & Policy
- 18. Nominations of Members to Personnel Sub Committee**
- 19. Working Party Memberships**
To note the Working Party memberships.
- 20. Nominations to External Bodies**
 - 20.1 Wiltshire Association of Local Councils (WALC) and National Association of Local Councils (NALC)
 - 20.2 Swindon Local Councils Forum (SLCF)
 - 20.3 Seven Fields Nature Reserve Liaison Officer
 - 20.4 North Swindon Community Safety Group

- 21. Standing Orders**
To review and adopt the Standing Orders for 2023/24 (attached).
- 22. Financial Regulations**
To review and adopt the Financial Regulations for 2023/24 (attached).
- 23. General Power of Competence (GPC)**
To review and resolve to adopt the GPC for the period of 2023-27 (attached).
- 24. Asset Register**
To review the current Asset Register (attached).
- 25. Insurance**
To note the Council's insurance cover for 2023/24 (attached).
- 26. Councillor Reports**
To receive reports from Councillors. For information only.
- 27. Chief Officer's Report**
To update on issues and actions since the last meeting that do not appear on the agenda.
For information only.
- 28. Policy Review**
To review the following policies in line with Standing Orders:
 - 28.1 Complaints Procedure
 - 28.2 Publication Scheme
 - 28.3 Press, Media and Communications
 - 28.4 Staff Handbook

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.