

## Full Council

18<sup>th</sup> May 2022

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

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

Dear Councillor,

You are summoned to a formal meeting of Haydon Wick Parish Council on Tuesday 24<sup>th</sup> May 2022 at 7.30pm. 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](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 23<sup>rd</sup> May 2022.

Yours sincerely

***Georgina Morgan-Denn***

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

### AGENDA

- 1. Apologies**  
To receive and approve.
- 2. Declarations of Interest**  
To receive any Declarations of Interest.
- 3. Public Participation**  
Public questions must be sent to [clerk@haydonwick.gov.uk](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 23<sup>rd</sup> May 2022.
- 4. Chairman's Announcements (if any)**
- 5. Minutes of Previous Meetings**  
To confirm as a true record the minutes of the meetings held on 26<sup>th</sup> April 2022 (attached).
- 6. Swindon Borough Ward Councillor Reports**  
To receive reports from Swindon Borough Ward Councillors, for information only.
- 7. @Haydonwick Your Community Matters – Community Led Plan**  
To receive a presentation and discuss the draft Community Action Plan for Haydon Wick (attached).



**8. Councillors Reports**

To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.

**9. Chief Officer's Report**

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

**10. Committee, Sub Committee & Working Party Terms of References**

To consider and amend the Council meetings' Terms of Reference (attached):

- A) Community Development Committee
- B) Parks & Open Spaces Committee
- C) Planning & Highways Committee
- D) Finance & Policy Committee
- E) Chairs & Strategic Development Sub Committee
- F) Personnel Sub Committee
- G) Generic Working Party

**11. Standing Orders 2022**

To readopt the Council's Standing Orders (attached), as presented and highlight the following:

- A) Rules of debate at meetings 1a-t
- B) To debate a mock item following the Standing Orders
- C) Motions for a meeting that require written notice to be given to the Proper Officer 9a-l
- D) Code of conduct and dispensations 13 a-g
- E) Code of conduct complaints 14 a-d
- F) Restrictions on councillor activities 25a

**12. Councillor Information 2022-23**

To consider and note the following documents for Councillors:

- A) Declarations of Interest & SBC's Register of Interest Form (attached)
- B) Member/Officer Protocol (attached)
- C) Meeting Etiquette and Pre-determination Policy (attached)
- D) Press Media and Communications Policy (attached)
- E) The Good Councillors Guide 2018 – Rules for Councillors p.19 (attached)
- F) HWPC Organisational Structure 2022 (attached)

**13. Chairman attendance – Haydonleigh Primary School**

To note the Chairman is attending the Queen's Platinum Jubilee celebration picnic at Haydonleigh Primary School on Friday 27<sup>th</sup> May 2022 at 12.00pm.

**14. CCTV at Brookfield Play Area**

To consider the installation of CCTV at Brookfield Play Area (attached).

**15. Emergency Plan: Working Party Membership & SBC Request to use the Parish Halls as a Rest Centre**

To note the request from Swindon Borough Council to use the Council's meeting room as an emergency rest centre (attached). To discuss any external representation on the Emergency Plan Working Party.

**16. Articles for Haydon Wick "Living" Magazine**

To receive items for inclusion in the summer edition of Haydon Wick "Living" Magazine. Copy deadline end of May 2022.



**17. Councillor Allowances Pro-Rata**

To note the NALC legal topic about Councillor allowances, which makes no provision for anything other than a basic allowance and a Chair's allowance. There are no longer attendance-related payments - this is to recognise Councillors for their community role, not just when they are in meetings as reflected in the 2003 Regulations (attached).

**18. Items for the next Agenda**

To propose agenda items for the Full Council meeting on Tuesday 28<sup>th</sup> June 2022.

**19. Exclusion of Public & Press**

To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: Contractual

**20. Parks & Open Spaces Team Grounds Maintenance Facility (GMF) Contractor**

To consider quotations and appoint the GMF Contractor (tabled).

**21. Tadpole Field**

To consider the legal advice for Tadpole Field and discuss next steps (tabled).

**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 Chief Officer 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.**