

ANNUAL COUNCIL MEETING

24th April 2024

To: All members of Haydon Wick Parish Council

Councillors V Manro, S Heyes, J Ali, E Baker-Walker, G Choudhury, S Fateru, J Fuller, R Hailstone, J Jackson, A John, A Jimmy, O Munagala, B Patrick-Okoh, P Park, A Roupelis, R Ross, L Stevenson, and R Worman.

Dear Councillor,

You are summoned to a formal meeting of Haydon Wick Parish Council on Tuesday 7th May 2024 at 7.30pm. 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 Friday 3rd May 2024.

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 sign the Declaration of Acceptance of office from the newly elected Chairman of the Council**
- 3. Election of Vice Chairman to Council**
- 4. To sign the Declaration of Acceptance of office from the newly elected Vice Chairman of the Council**
- 5. Chairman's Announcements (if any)**
- 6. Apologies**
To receive and note.

- 7. Declarations of Interest**
To receive any Declarations of Interest.
- 8. Swindon Borough Ward Councillor Reports**
To receive reports from and ask questions to Swindon Borough Council (Ward Councillors.
For information only.
- 9. Public Participation**
A period not exceeding 15 minutes for members of the public to speak or submit comments.
- 10. Minutes of the Previous Meeting**
To confirm as a true record the minutes of the meeting held on Tuesday 16th May 2023
(attached).
- 11. Councillor Reports**
To receive reports from Councillors. For information only.
- 12. Chief Officer's Report**
To update on issues and actions since the last meeting that do not appear on the agenda.
For information only.
- 13. 2024-2025 Meeting Dates**
To approve the Council meeting calendar for 2024-2025 (attached).
- 14. Council Meetings' Terms of Reference**
To note there are no changes to the Terms of Reference of the Council's Committees, Sub
Committee and Working Parties.
- 15. Members of Committees**
To agree the Committee Memberships:
15.1 Community Development
15.2 Parks & Open Spaces
15.3 Planning & Highways
15.4 Finance & Policy
- 16. Chairs of Committees**
To agree the Chairs of the following Committees:
16.1 Community Development
16.2 Parks & Open Spaces
16.3 Planning & Highways
16.4 Finance & Policy
- 17. Vice Chairs of Committees**
To agree the Vice Chairs of the following Committees:
17.1 Community Development
17.2 Parks & Open Spaces
17.3 Planning & Highways
17.4 Finance & Policy
- 18. Personnel Sub Committee**
To agree the membership of the Personnel Sub Committee.
- 19. Working Parties**
To agree the membership of the various Working Parties.

20. Nominations to External Bodies

To agree the membership of the following External Bodies:

20.1 Wiltshire Association of Local Councils (WALC) / 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 2024-25 (attached).

22. Financial Regulations

To review and adopt the Financial Regulations for 2024-25 (attached).

23. Asset Register

To review the current Asset Register (to follow).

24. Insurance

To note the Council's insurance cover for 2024-25 (attached).

25. Policy Review

To note the Policy Review Table and re-adopt the following policies in line with Standing Orders:

25.1 Complaints Procedure

25.2 GDPR

25.3 Press, Media, and Communications – To note this will be brought to June meeting.

25.4 Staff Handbook – To note this will be brought to June meeting.

26. Council's Chosen Charities

To consider and agree a local and a national charity for Council to support in 2024-25.

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/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 Chief Officer/Clerk at least 24 hours before the meeting so that every effort may be made to provide access.