

ANNUAL COUNCIL MEETING

7th May 2025

To: All members of Haydon Wick Parish Council

Councillors V Manro, S Heyes, J Ali, S Fateru, J Fuller, R Hailstone, J Jackson, L 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 13th May 2025 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 12.00pm on Monday 12th May 2025.

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 and sign the Declaration of Acceptance from the newly elected Chairman of the Council**
3. **Election of Vice Chairman to Council**
4. **To receive and sign the Declaration of Acceptance 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 Annual Council meeting held on Tuesday 7th May 2024 (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. 2025/26 Meeting Dates**
To approve the Council meeting calendar for 2025/26 (attached).
- 14. Members of Committees**
To agree the Committee Memberships:
 - 14.1 Community Development
 - 14.2 Parks & Open Spaces
 - 14.3 Planning & Highways
 - 14.4 Finance & Policy.
- 15. Nominations of Chairs of Committees**
To agree the Chairs of the Committee:
 - 15.1 Community Development
 - 15.2 Parks & Open Spaces
 - 15.3 Planning & Highways
 - 15.4 Finance & Policy.
- 16. Nominations of Vice Chairs of Committees**
To agree the Vice Chairs of the Committees
 - 16.1 Community Development
 - 16.2 Parks & Open Spaces
 - 16.3 Planning & Highways
 - 16.4 Finance & Policy.
- 17. Members of Personnel Sub Committee**
To agree the membership of the Personnel Sub Committee.
- 18. Working Party Memberships**
To agree the various Working Party memberships.
- 19. Nominations to External Bodies**
 - 19.1 Wiltshire Association of Local Councils (WALC) and National Association of Local Councils (NALC)
 - 19.2 Swindon Local Councils Forum (SLCF)
 - 19.3 Seven Fields Nature Reserve Liaison Officer



20. Committee Terms of Reference

- 20.1 Community Development
- 20.2 Parks & Open Spaces
- 20.3 Planning & Highways
- 20.4 Finance & Policy
- 20.5 Personnel Sub Committee
- 20.6 Strategic Development Sub Committee
- 20.7 Generic Working Party

21. Standing Orders

To review and adopt the Standing Orders for 2025/26 (attached).

22. Financial Regulations

To review and adopt the Financial Regulations for 2025/6 (attached).

23. Policy Review

To re-adopt the following policies in line with the Council's Standing Orders:

- 23.1 Complaints Procedure 2025
- 23.2 Freedom of Information & Publication Scheme Policy 2025
- 23.3 GDPR Policy 2025
- 23.4 Scheme of Delegation 2025
- 23.5 Press, Media, and Communications 2025
- 23.6 Staff Handbook – to be deferred until Personnel Sub Committee has reviewed.

24. Asset Register

To review the current Asset Register (to follow).

25. Insurance Arrangements

To note the Council's insurance cover for 2025/26 (attached).

26. Council's Chosen Charity

To note the Council will be supporting The Kelly Foundation in 2025/26 as previously agreed in March 2025 (Minute Ref FC 203.2).

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.