

WEST SWINDON PARISH COUNCIL

Minutes of the
FULL COUNCIL
held on **Monday 17th June 2024 at 6.45 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Junab Ali (Chair)
Cllr Peter Bates
Cllr Suresh Gattapur
Cllr Leon Grother
Cllr Caryl Sydney Smith
Cllr Keith Williams
Cllr Sean Wilson

Officers: Paula Harrison (Parish Manager), Hayley Bell (Deputy Clerk)

Public: Two

Cllr Sydney Smith chaired the meeting.

Meeting Start: 6.51 pm

Public Questions:

Resident asked if Cllr Bates and Cllr Gattapur had confirmed committee membership.
The Parish Manager advised that this was on the Agenda and would be confirmed at the meeting.

Resident queried working party membership and asked what working parties had plans to meet regularly.
The Parish Manager advised that the staffing working party and services working party were active and meeting.

Resident asked what services the Parish Council was considering taking over from the Borough Council.
The Chair advised that the discussions had not progressed with any detail and no decisions had been made.

Resident read out a statement as follows:

As the current reserves of this Parish Council is now at an all-time high, and at the maximum recommended level for a Parish Council, does Cllr Ali admit his derogatory remarks about the previous Council's prudent budget setting abilities were totally unwarranted. I ask that Cllr Ali make a formal apology to all Parish Councillors who were involved in previous budget setting.

Cllr Ali made no comment.

Resident asked whether the lack of a Parish deed impacted on the Parish Council's insurance.

The Parish Manager advised that it wasn't a requirement from the current insurer.

Resident thanked the Council for the village centre planting.

39. Welcome & Declarations of Interest/Applications for Dispensation

Declarations of interest required by the Code of Conduct adopted by the Parish Council on 20 May 2024: None received.

Apologies noted for Cllr Dayan, Ertas, Llewellyn, Makofu, T Philpot, G Philpot, and Swinyard.

40. Minutes of the previous meeting:

RESOLVED that the minutes of the Annual Parish Council meeting held on 20 May 2024 be approved and adopted.

41. Minutes of the Planning, Leisure & Environment Committee

RESOLVED that Recommendation (Min.28) be accepted and that the Social Media Policy be approved and adopted.

RESOLVED that the Recommendation (Min. 30) be accepted and that a new Working Group for Environmental Issues be initiated with open membership.

RESOLVED that the minutes of Planning, Leisure & Environment Committee held on Monday 10 June 2024 be approved and adopted.

42. Recommendations from Finance & Staffing Committee

RESOLVED that the payments schedules detailing

a) 30 payments for April totalling £82,311.56 and

b) 41 payments for May totalling £79,746.65 be noted and approved.

43. Services Report

Councillors received a summary of services delivered during the month, a copy of which appears as **Appendix A** in the Minute Book. Councillors noted the information.

44. Confirmation of Committee Membership

RESOLVED that the Committee membership be agreed with the addition of Cllr Peter Bates and Cllr Suresh Gattapur to the Planning, Leisure & Environment Committee.

45. Internal Auditors Report

The Parish Manager circulated a report from Auditing Solutions Ltd on the conclusion of the Internal Audit for 2023-24, a copy of which appears as **Appendix B** in the Minute Book. Councillors noted the report in particular the acknowledgement of the significant progress on implementing 2023 recommendations. Resultantly, no recommendations for improvement were made as a result of the audit.

46. Year End Accounts 2023-24 – Annual Governance Statement

Councillors noted the receipt of the Year End Accounts 2023-24 and Annual Governance Statement for submission. A copy appears as **Appendix C** in the Minute and read out all statements. Councillors agreed that all statements were correct and the form was duly completed to reflect agreement.

RESOLVED that this Council approves the Annual Governance Statement as part of the 2023-24 Annual Return and documentation signed on behalf of the Parish Council. The form was signed by the Chair of the meeting and the Clerk.

47. Year End Accounts 2023-24 – Accounting Statement

The Parish Manager had circulated the Year End Accounts 2023-24 and the Accounting Statement as part of the 2023-24 Annual Return, a copy of the papers appears as **Appendix D** in the Minute Book.

The accounting statement was agreed as a correct record and was duly signed by the Chair of the meeting. Following acceptance of the above reports it was agreed that the dates to be inserted in the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return will be 1st July 2024 to 9th August 2024 and the appropriate notice will be displayed in the Parish noticeboards and on the website following this meeting.

RESOLVED that the Clerk be instructed to submit the relevant paperwork to the External Auditor.

Meeting finished: 7.35 pm

Date of next meeting: Monday 29 July 2023

Signed: Chair,

West Swindon Parish Council

Date: