



WEST SWINDON PARISH COUNCIL

14 May 2025

Dear Councillor

You are formally summoned to attend the
WEST SWINDON ANNUAL PARISH COUNCIL MEETING
to be held on **MONDAY 19 MAY 2025 at 7.00 pm**
Unit 25, Westmead Ind Estate, Swindon, SN4 7YT

Paula Harrison
Parish Manager

AGENDA

Public Questions, Comments or Representations (**maximum of 20 minutes**).

1. Election of Chair for 2025/26

To elect a Chair for the West Swindon Parish Council 2025/26

2. Declaration of Acceptance of Office

To accept the Acceptance of Office of the Chair

3. Election of Vice-Chair 2025/26

To elect a Vice Chair for the West Swindon Parish Council 2025/26

4. Apologies and Declarations of Interest & Applications for Dispensation

To receive any Apologies and Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 20 May 2024.

5. Code of Conduct

To adopt Swindon Borough Council's Code of Conduct (copy circulated)

6. Minutes of previous meetings

To confirm and adopt as a true record the minutes of the Parish Council meeting held on Monday 28th April 2025

To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on Monday 28th April 2025

7. Pavement Sweeping/Weed Removal

For consideration: To receive a summary proposal on weed control (copy attached)

8. Terms of Reference and Delegation Scheme

For approval: To receive the Terms of Reference and Delegation Scheme for 2025/26

(copy circulated).

9. Appointment of Committees 2025/26

For appointment and approval: To confirm and approve the Parish Council's Committee membership

10. Election of Chair of Planning & Environment Committee 2025/26

To elect a Chair for the Planning & Environment Committee

11. Election of Vice Chair of Planning & Environment Committee 2025/26

To elect a Vice Chair for the Planning & Environment Committee

12. Election of Chair of Community & Leisure Committee 2025/26

To elect a Chair for the Community & Leisure Committee

13. Election of Vice Chair of Community & Leisure Committee 2025/26

To elect a Vice Chair for the Community & Leisure Committee

14. Working Parties

To appoint Councillors to the following Working Parties

- *Staffing*
- *Services*
- *Play*
- *Backlands/Community Growing/Allotments*
- *Assets/Income Generation*

15. Reserves Policy 2025/26

To consider the report setting out Reserves Policy and statement of reserves as at 31 March 2025 (copy attached).

16. General Power of Competence

To confirm the Parish Council's eligibility (copy attached).

17. Appointment of Internal Auditor

To appoint the Internal Auditor for 2025/26 (copy attached).

18. Review of Standing Orders

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

19. Review of Financial Regulations

To review and adopt Financial Regulations for 2025/26 (copy attached).

20. Calendar of Meetings 2025/26

To approve the draft Calendar of Meetings (copy to follow)

21. Review of Property and Assets

To review, approve and adopt the following: (link attached)
- Fixed Asset Register 2025

22. Review of Insurance

To review and confirm the Council's insurance effected on 1 April 2025 (schedule attached)

23. Review of Risk Management and Internal Controls

To review, confirm and adopt the Play Risk Management Policy 2025, Risk Management Policy & Risk Register 2025

24. Review of Policies & Risk Assessments

To review, approve and adopt the following: (copies in circulation)

General:

- CCTV & Surveillance Policy 2025
- Data Protection Policy 2025
- Data Protection Impact Assessment
- Document Retention Policy 2025
- Equality Policy 2025
- Formal Complaints Policy 2025
- Freedom of Information Scheme 2025
- Grant Awarding Policy 2025
- Habitual or Vexatious Complaints Policy 2025
- Health and Safety Policy 2025
- Investment Strategy 2025
- Recording and Reporting on Council Meetings 2025
- Social Media Policy & Strategy 2025
- Vexatious Complaints and Requests Policy 2025
- Volunteering Policy 2025

Staffing Handbook

- Disciplinary Policy & Procedure
- Flexible Working Policy 2025
- Grievance Policy & Procedure
- Harassment & Bullying Policy 2025
- Leave of Absence Policy 2025
- Pay Policy 2025
- Pension Statement 2025
- Performance Review Policy 2025
- Sickness Absence Policy & Procedure 2025
- Training & Development Policy 2025

Risk Assessments – to approve active risk assessments – in circulation

25. Outline Project Action Plan

To review an outline action for projects for the Parish Council team for 2025-26 (copy attached)

Members of the Council:

- | | |
|-------------------------------|---------------------------|
| • Cllr Junab Ali | • Cllr Trish Philpot |
| • Cllr Peter Bates | • Cllr Graham Philpot |
| • Cllr Mustafa Dayan | • Cllr Nandini Singh |
| • Cllr Mustafa Ertas | • Cllr Andrew Swinyard |
| • Cllr Suresh Gattapur | • Cllr Caryl Sydney Smith |
| • Cllr Leon Grother | • Cllr Keith Williams |
| • Cllr Rose Llewellyn (Chair) | • Cllr Sean Wilson |
| • Cllr Tim Makofu | |

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.