

CENTRAL SWINDON NORTH PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the Annual Council Meeting held at
The Reading Rooms, 32 The Circle, Pinehurst, Swindon
on Wednesday 24th May 2023 at 7pm.
(and streamed via Teams)

Present Cllr John Ballman
Cllr Ray Ballman
Cllr Marilyn Beale
Cllr Ian Edwards
Cllr Paul Exell
Cllr Ana Fernandes
Cllr Mick Lucas (Vice Chair)
Cllr Dave Patey
Cllr Kevin Small (Chair)
Cllr Tom Smith
Cllr William Stone
Cllr James Yeowell

Officers Andy Reeves (Clerk)
Andrew Briggs (Estates Manager)
Emma Till (Head of Finance)
Aaron Cripps (Library's Manager)
Michaela Johnston (Community Centre Manager)
Aaron Webb (Community & Youth Support Officer)

Meeting started at 7pm.

Public None Received.

Dispensation Extension

Section 85(1) of the Local Government Act (1972) enables the Council to approve the reason(s) for non-attendance of a Member at any meeting of the authority throughout a period of six consecutive months, provided that approval is given by the authority before the expiry of the six-month period.

Further to resolution FC214, Councillors to **APPROVE** a further extension to dispensation be granted to Councillor Steph Exell from 4th May 2023 until 4th November 2023 due to ongoing severe ill-health.

APPROVED further extension to dispensation be granted to Councillor Steph Exell from 4th May 2023 until 4th November 2023.

Cllr P Exell declared a Declaration of Interest before the vote.



- ACM001 **Election of Chair for 2023/24**
Self-Nominations for the role of Chair were received from Cllr K Small.
RESOLVED that Cllr K Small be elected Chair for the 2023/24 municipal year.
- ACM002 **Election of Vice Chair for 2023/24**
Self-Nominations for the role of Vice Chair were received from Cllr M Lucas.
RESOLVED that Cllr M Lucas be elected Vice Chair for the 2023/24 municipal year.
- ACM003 **Declarations of Acceptance of Office**
The Chair asked that all councillors stayed behind at the end to sign the Declarations of Acceptance of Office.

The Chair **PROPOSED**, that as from next year, the councillors will sign The Declarations of Acceptance of Office on their election and won't need to sign again until they are re-elected.

RESOLVED that as from next year, the councillors will sign The Declarations of Acceptance of Office on their election and won't need to sign again until they are re-elected.
- ACM004 **Apologies**
Apologies were received from Cllr J Rodrigues.
- ACM005 **Declarations of Interest**
Cllr J Ballman declared an interest in HBUF, L< and RSPB.

Cllr M Beale declared an interest in HBUF and L<.

Cllr M Lucas declared an interest in L<.
- ACM006 **Terms of Reference and Delegation Scheme**
The councillors **CONSIDERED** the draft terms of reference and delegation scheme for 2023/24.

RESOLVED to accept the terms of reference and delegation scheme for 2023/24.
- ACM007 **Amendment of Committee Structure 2023/24**
The councillors **CONSIDERED** the draft Committee structure report for 2023/24.

A Reeves explained the report to the councillors, and the changes being proposed. Specifically, the creation of a new Committee called Property & Asset Management to devolve some responsibilities from Environment and Planning and Leisure & Recreation Committee's.

A discussion about the proposal was had by the councillors.

The Chair **PROPOSED** to approve the new committee structure for 2023/24.

RESOLVED to approve the Committee Structure report for 2023/24.
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ACM008 **Election of Chair and Vice Chair for Finance & General Purpose Committee 2023/24.**
Self-Nomination for Chair was received from Cllr D Patey.

RESOLVED that Cllr D Patey be elected Chair of the Finance & General Purpose Committee for the 2023/24 municipal year.

Self-Nomination for Vice Chair was received from Cllr P Exell.

RESOLVED that Cllr P Exell be elected Vice Chair of the Finance & General Purpose Committee for the 2023/24 municipal year.

ACM009 **Election of Chair and Vice Chair for Environment & Planning Committee 2023/24**
Self-Nomination for Chair was received from Cllr P Exell.

RESOLVED that Cllr P Exell be elected Chair of the Environment & Planning Committee for the 2023/24 municipal year.

Self-Nomination for Vice Chair was received from Cllr A Fernandes.

RESOLVED that Cllr A Fernandes be elected Vice Chair of the Environment & Planning Committee for the 2023/24 municipal year.

ACM010 **Election of Chair and Vice Chair for Community Wellbeing Committee 2023/24**
Self-Nomination for Chair was received from Cllr J Yeowell.

RESOLVED that Cllr J Yeowell be elected Chair of the Community Wellbeing Committee for the 2023/24 municipal year.

Self-Nomination for Vice Chair was received from Cllr M Beale.

RESOLVED that Cllr M Beale be elected Vice Chair of the Community Wellbeing Committee for the 2023/24 municipal year.

ACM011 **Election of Chair and Vice Chair for Leisure & Recreation Committee 2023/24**
Cllr R Ballman nominated Cllr J Ballman for Chair. Seconded by Cllr K Small.

RESOLVED that Cllr J Ballman be elected Chair of the Leisure & Recreation Committee for the 2023/24 municipal year.

Self-Nomination for Vice Chair was received from Cllr R Ballman.

RESOLVED that Cllr R Ballman be elected Vice Chair of the Leisure & Recreation Committee for the 2023/24 municipal year.

ACM011(b) **Election of Chair and Vice Chair for Asset & Property Management 2023/24**
Self-Nomination for Chair was received from Cllr T Smith.

RESOLVED that Cllr T Smith be elected Chair of the Asset & Property Management Committee for the 2023/24 municipal year.

Self-Nomination for Vice Chair from Cllr M Lucas, and Cllr R Ballman nominated Cllr J Ballman.

A secret ballot was held, and it was **RESOLVED** that Cllr J Ballman be elected Vice Chair of the Asset & Property Management Committee for the 2023/24 municipal year.

- ACM012** Appointment of Leading Members of Central Swindon North Library & Leisure Trust 2023/24
Cllr I Edwards was **CONFIRMED** as Lead Member for Moredan Area.
Cllr K Small was **CONFIRMED** as Lead Member for Even Swindon Area.
Cllr J Ballman was **CONFIRMED** as Lead Member for Pinehurst Area.
Cllr T Smith was **CONFIRMED** as Lead Member for Penhill Area.
Cllr M Beale was **CONFIRMED** as Lead Member for the Parish Area.
- ACM013** Appointment of Lead Members for Working Parties
Cllr K Small was **CONFIRMED** as Lead of the Moredon Sports Hub Working Party.
Cllr M Lucas was **CONFIRMED** as Lead of the Allotments Working Party.
Cllr J Yeowell was **CONFIRMED** as Lead of the Play Area Working Party.
Cllr P Exell was **CONFIRMED** as Lead of the Neighbourhood Plan Working Party.
Cllr P Exell was **CONFIRMED** as Lead of the CIL/S106 Working Party.
- ACM014** Approve Membership of Other Bodies
APPROVED membership of Wiltshire Association of Local Councils with Cllr K Small as our representative.
APPROVED membership of Swindon Area Committee with Cllr M Lucas as our representative.
- ACM015** Appointment of Representatives on Other Bodies
NONE
- ACM016** General Power of Competence
To resolve that the Parish Council qualifies to use the General Power of Competence in 2023/24.
RESOLVED that the Parish Council qualifies to use the General Power of Competence in 2023/24.
- ACM017** Review of Standing Orders
To review and adopt standing orders for 2023/24.
RESOLVED to continue with the standing orders for 2023/24.
- ACM018** Review of Financial Regulations
To review and adopt the Financial Regulations for 2023/24.
RESOLVED to adopt the Financial Regulations for 2023/24 and bring them to the FGP meeting in June 2023.
- ACM019** Review of Policies
To review and agree to adopt for the 2023/24 year the Complaints Procedure, Freedom of Information Procedure and Press and Media Policy.
RESOLVED to adopt the Complaints procedure for 2023/24.



RESOLVED to adopt the Freedom of Information Procedure for 2023/24.

RESOLVED to adopt the Press and Media Policy for 2023/24.

Cllr K Small **PROPOSED** that except for the Freedom of Information procedure all policies be reviewed by the FGP on a regular basis and are brought to FC when appropriate.

RESOLVED that the FGP will review policies on a regular basis and when appropriate they be brought to FC when changes are to be made.

ACM020 **Review of Asset Register**

To note and review the Asset Register for 2023/24.

Cllr K Small **PROPOSED** that the recorded value on the Asset Register be increased from £50 to £500.

RESOLVED that the recorded value on the Asset Register be increased from £50 to £500.

ACM021 **Review of Risk Register**

To review and approve the risk register for 2023/24.

RESOLVED to approve the risk register for 2023/24.

ACM022 **Calendar of Meetings**

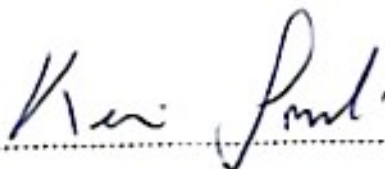
To consider and approve the draft calendar of meetings for 2023/24.

Cllr K Small **NOTED** that all dates in April 2024 be removed as they are all up for election that year and there will be no meetings, and that the August 2023 dates are flexible and subject to cancellation if the committee so chooses.

RESOLVED to **APPROVE** the calendar of meetings for 2023/24.

Meeting Closed 7:47pm

Signed.....



Date.....

27 June 2023

Chair of the Council