

CENTRAL SWINDON NORTH PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held on 16 May 2018 at 7.00pm at 32 The Circle, Pinehurst

Cllr D Moffatt (Chair)
Cllr J Ballman (Vice-Chair)
Cllr P Baker
Cllr R Ballman
Cllr P Exell
Cllr S Exell
Cllr S Henderson
Cllr M Lucas
Cllr K Parker
Cllr J Rodrigues
Cllr K D Small
Cllr T Smith
Cllr D Montaut
Cllr S Thompson
Cllr J Yeowell

Officers Joyce Holman (Parish Clerk)
Andy Reeves (Parish Manager)
Hannah Morgan (Deputy Clerk)
Bernice Mack (Community Assets Manager)

Public Two

Public Session There were no questions or comments from the public.

1 **Election of Chair for 2018/19**

The Clerk called for nomination.

Cllr D Moffatt was proposed and seconded.

RESOLVED that Cllr D Moffatt be elected Chair for the 2018/19 municipal year.

2 **Election of Vice-Chair for 2018/19**

Cllr J Ballman was proposed and seconded.

RESOLVED that Cllr J Ballman be elected Vice-Chair for the 2018/19 municipal year.

3 **Declaration of Acceptance of Office**

The Chair signed the Declaration of Acceptance of Office.

4 **Apologies**

Cllr H Fullick
Cllr D Montaut

5 **Minutes of the previous meetings**

Cllr Henderson referred to minute 427 and pointed out two amendments by replacing the words statue and cohesion.

Cllr R Ballman stated that she had asked for more time for the budget process for next year although she was unsure whether that was the last meeting.

RESOLVED that the minutes of the Parish Council Meeting on 18 April 2018 be approved as a correct record.

6 Declarations of Interest & Applications for Dispensation

None.

7 Terms of Reference and Delegation Scheme

The Clerk submitted a draft Terms of Reference and Delegation Scheme a copy of which appears as Appendix A in the Minute Book.

The Chair stated that 10 and 11 within the powers of the Planning & Environment Committee should be moved to the Leisure & Amenities Committee.

RESOLVED that with the amendments above the Draft Terms of Reference and Delegation Scheme which appears as Appendix A be adopted.

8 Election of Chair of Finance & Staffing Committee 2018/19

Cllr K D Small was proposed and seconded.

RESOLVED that Cllr K D Small be elected Chair of the Finance & Staffing Committee for the 2018/19 municipal year.

9 Election of Vice-Chair of Finance & Staffing Committee 2018/19

Cllr S Exell was proposed and seconded.

RESOLVED that Cllr S Exell be elected Vice-Chair of Finance & Staffing Committee for the 2018/19 municipal year.

10 Election of Chair of Planning & Environment Committee 2018/19

Cllr P Exell was proposed and seconded.

RESOLVED that Cllr P Exell be elected Chair of Planning & Environment Committee for the 2018/19 municipal year.

11 Election of Vice-Chair of Planning & Environment Committee 2018/19

Cllr J Ballman and Cllr J Yeowell were proposed and seconded.

RESOLVED that Cllr J Ballman be elected Vice-Chair of Planning & Environment Committee for the 2018/19 municipal year.

12 Election of Chair of Leisure & Amenities Committee 2018/19

Cllr T Smith was proposed and seconded.

RESOLVED that Cllr T Smith be elected Chair of Leisure & Amenities Committee for the 2018/19 municipal year.

13 Election of Vice-Chair of Leisure & Amenities Committee 2018/19

Cllr M Lucas was proposed and seconded.

RESOLVED that Cllr M Lucas be elected Vice-Chair of Leisure & Amenities Committee for the 2018/19 municipal year.

14 Appointment of Working Party and Lead Member

The Parish Manager circulated a list of the current Working Parties (matrix) a copy of which appears as Appendix B in the Minute Book.

The Chair stated that Charity Commission had approved the Library Trust and it would be necessary to select the Councillor Trustees at the meeting.

RESOLVED that the Councillors representatives on the Library Trust be Cllrs J Ballman, Henderson, Small and Yeowell and the appointment of the Lead Member be deferred to the next Full Council Meeting.

Members considered the Lead Member and membership of Working Parties.

RESOLVED

- a) that Cllr Henderson be appointed to the Allotment Working Party;
- b) that Cllr Thompson be the Lead Member for the Allotment Working Party;
- c) that Cllr S Exell be the Lead Member for the Appointments Working Party.

15 Membership of Finance & Staffing Committee

The Chair had circulated a matrix of Councillors and the current membership of each Committee of the Council.

RESOLVED that the membership of the Finance & Staffing Committee be unchanged with the same 8 Councillors continuing to serve.

16 Membership of Planning & Environment Committee

RESOLVED that the membership of the Planning & Environment Committee be unchanged with the same 8 Councillors continuing to serve.

17 Membership of Leisure & Amenities Committee

RESOLVED that the membership of the Leisure & Amenities Committee be unchanged with the same 8 Councillors continuing to serve.

18 Appointment of Social Cohesion Group

The Chair stated that it had been agreed at the previous Full Council Meeting to set up this new group.

RESOLVED

- a) that Cllrs Baker, S Exell, Henderson, Moffatt, Rodrigues and Yeowell be appointed to the Social Cohesion Group;
- b) that Cllr Henderson be the Lead member for the Social Cohesion Group.

19 Membership of Other Bodies

The Chair informed Councillors that the Parish Council were members of Wiltshire Association of Councils (WALC), National Association of Councils (NALC), Swindon Area Committee of Wiltshire Association of Councils (SAC WALC) and the Society of Local Council Clerks (SLCC).

RESOLVED that the Parish be members of the 4 Bodies named above for the 2018/19 municipal year.

20 Representatives on Outside Bodies

The Chair stated that the Parish Council should become more active in outside bodies in the coming year and he would be attending more SAC WALC meetings.

RESOLVED

- a) that the SAC WALC representative be Cllr Moffatt;
- b) that the Rights of Way representative be Cllr J Ballman;

c) that the Transport representative be Cllr J Ballman.

21 Councillor Allowances

The Chair stated that Councillor Allowance should be increased by the cost of living increase awarded to staff in order to keep pace with inflation.

RESOLVED that the Councillor and Chair's Allowance be increased by 2% for the 2018/19 municipal year. (Carried with one recorded abstention.)

22 General Power of Competence

The Parish Manager submitted a report a copy of which appears as Appendix C in the Minute Book.

The report explained the additional powers provided through the General Power of Competence and confirmed that the Parish Council still met the criteria.

RESOLVED that the General Power of Competence be adopted.

23 Appointment of Internal Auditor

The Parish Manager stated that Lighatouch had been very helpful in conducting the first Internal Audits for the Parish Council.

RESOLVED that Lighatouch be appointed as Internal Auditor for the 2018/19 Financial Year.

24 Review of Standing Orders

The Parish Manager submitted draft Standing Orders a copy of which appears as Appendix D in the Minute Book

The Chair referred to Page 21 Paragraph No 23 and proposed that the wording be changed to 'notification of' from 'invitation to attend'

Cllr Small referred to the gender 'he' being used in the document and asked for this to be removed. Cllr Small also asked for a change to the procedure where minutes were agreed for accuracy and signed by the Committee Chairs and not at the Full Council meetings.

The Parish Manager was asked to make these changes and the amended Standing Orders would be considered at the next Full Council Meeting.

25 Review of Financial Controls

The Parish Manager submitted draft Financial Regulations a copy of which appears as Appendix E in the Minute Book

Cllr Small stated that this document needed to be reviewed as it had been first adopted at the time of the Shadow Parish Council and still contained these references.

The Parish Manager was asked to make these changes to the document and the Financial Regulations would be adopted at the next Full Council Meeting.

26 Freedom of Information

The Parish Manager submitted a draft Freedom of Information Scheme a copy of which appears as Appendix F in the Minute Book.

RESOLVED that the Freedom of Information Scheme that appears as Appendix F be adopted.

27 **Review of Property and Assets**

The Parish Manager had circulated a copy of the Asset Register to Councillors.

The Parish Manager explained that the assets owned by the Parish Council were the allotment sites which had a value of £1, some machinery and the new vehicle. Cllr Rodrigues questioned whether some of the assets, like the allotment sites were a liability in terms of the investment needed. Councillors noted the Asset Register.

(Cllr Baker left the meeting to go to work at the end of this item)

28 **Review of Insurance**

The Parish Manager had circulated a copy of the Insurance Documents to Councillors.

There were several questions from Councillors regarding the insurance for Chapel Street toilets and the building and contents insurance for Even Swindon. The Parish Manager was asked to present a report to the next Finance & Staffing Committee Meeting.

29 **Review of Risk Assessment**

The Parish Manager submitted a draft Risk Assessment a copy of which appears as Appendix G in the Minute Book.

The Chair proposed that Cllr S Exell should be added to the signatories able to counter sign bank payments and Mr Andrew Reeves, Parish Manager, be added for payment initialisation.

RESOLVED

- a) that Cllr S Exell be added to the bank signatories;
- b) that the draft Risk Assessment in Appendix G be adopted.

30 **Review of Policies**

The Chair explained that the Parish Council was required to review their policies annually, but this did not mean that policies could not be changed during the year. The policies had all been drawn up at the start of the Parish Council and Councillors agreed that each policy would need to be looked at in detail by the Parish Manager and updated to reflect the current working of the Parish Council. Cllr R Ballman also suggested that a Safeguarding Policy was required.

It was agreed that the Parish Manager would review each policy and draw up a safeguarding policy and new policies and bring them back to future meetings of the Parish Council.

The meeting closed at 8.40pm

Signed.....

Date.....

Chair of the Council