

CENTRAL SWINDON NORTH PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on 22 May 2019 at 7.00pm at 32 The Circle, Pinehurst

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

Officers Andy Reeves (Parish Manager)
Hannah Morgan (Deputy Clerk)

Cllr D Moffatt explained that the Parish Council hadn't appointed a proper officer following the retirement of the previous Parish Clerk and that any Declarations of Acceptance were to be signed by a proper officer.

Cllr D Moffatt proposed Andy Reeves, the Parish Manager, be appointed as the Proper Officer of the Parish Council. All agreed.

RESOLVED that Andy Reeves, Parish Manager, be appointed as the Proper Officer of the Parish Council.

1 **Election of Chair for 2019/20**

Nomination received for Cllr D Moffatt.

Cllr D Moffatt was proposed and seconded.

RESOLVED that Cllr D Moffatt be elected Chair for the 2019/20 municipal year.

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

Nomination received for Cllr J Ballman.

Cllr J Ballman was proposed and seconded.

RESOLVED that Cllr J Ballman be elected Vice-Chair for the 2019/20 municipal year.

3 **Declaration of Acceptance of Office**

The Chair signed the Declaration of Acceptance of Office.

4 **Apologies**

Cllr P Baker

5 **Declarations of Interest & Applications for Dispensation**

None.

6 **Terms of Reference and Delegation Scheme**

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

The Parish Manager asked for the amount of spend he is authorised to approve be

increased from £1,000 to £5,000. All agreed.

RESOLVED that the amount of spend the Parish Manager is authorised to approve be increased to £5,000.

RESOLVED that the draft Terms of Reference and Delegation Scheme be adopted.

7 Appointment of Committee 2019/20

RESOLVED that draft Committee structure be approved for the 2019/20 municipal year.

Cllr K Small suggested that the Committee structure be reviewed prior to next years Annual General Meeting so that it can revised, if required, and proposed to the newly elected Council.

Cllr D Moffatt commented that some Committees were overloaded, and suggested consideration needed to be given to the number of Committees needed and the number of members.

8 Election of Chair and Vice-Chair of Finance & Staffing Committee

Chair

Nomination received for Cllr K Small.

Cllr K Small was proposed and seconded.

RESOLVED that Cllr K Small be elected Chair of the Finance & Staffing Committee for the 2019/20 municipal year.

Vice-chair

Nominations received for Cllr J Ballman and Cllr S Exell.

Cllr J Ballman withdrew his nomination

Cllr S Exell was proposed and seconded.

RESOLVED that Cllr S Exell be elected Vice-chair of the Finance & Staffing Committee for the 2019/20 municipal year.

9 Election of Chair and Vice-Chair of Planning & Environment Committee 2019/20

Chair

Nomination received for Cllr P Exell.

Cllr P Exell was proposed and seconded.

RESOLVED that Cllr P Exell be elected Chair of Planning & Environment Committee for the 2019/20 municipal year.

Vice-chair

Nomination received for Cllr J Ballman.

Cllr J Ballman was proposed and seconded.

RESOLVED that Cllr J Ballman be elected Vice-chair of Planning & Environment Committee for the 2019/20 municipal year.

10 Election of Chair and Vice-chair of Leisure & Amenities Committee 2019/20

Chair

Nominations received for Cllr M Lucas and Cllr T Smith.
A secret vote was held.

RESOLVED that Cllr M Lucas be elected Chair of Leisure & Amenities Committee for the 2019/20 municipal year.

Cllr M Lucas withdrew his nomination for Vice-chair of Leisure & Amenities Committee.

Vice-chair

Nominations received for Cllr J Ballman and Cllr J Yeowell.
Cllr J Ballman withdrew his nomination.

Cllr J Yeowell was proposed and seconded.

RESOLVED that Cllr J Yeowell be elected Vice-chair of Leisure & Amenities Committee for the 2019/20 municipal year.

11 Appointment of Lead Members for Libraries/Trust/Management

The Parish Manager confirmed that Cllr J Ballman was currently the lead member for the Libraries & Leisure Trust.

All agreed they were content for Cllr J Ballman to remain the lead member.

RESOLVED that Cllr J Ballman remains the lead member for the Libraries & Leisure Trust/Management.

12 Appointment of Working Parties and Lead Membership

The Parish Manager confirmed Cllr S Henderson was the current lead of the Social Cohesion Working Party and members included Cllrs J Ballman, D Moffatt, S Exell, J Rodrigues and J Yeowell.

All agreed they were content for the lead and membership to remain the same.

RESOLVED that Cllr S Henderson remains the lead of the Social Cohesion Working Group and members remain the same.

13 Membership of Finance & Staffing Committee

The Parish Manager confirmed Cllrs J Ballman, R Ballman, M Lucas, D Moffatt, J Rodrigues and T Smith as members of the Finance & Staffing Committee. All agreed.

RESOLVED that 6 named Councillors serve on the Finance and Staffing Committee in the 2019/20 municipal year.

14 Membership of Planning & Environment Committee

The Parish Manager confirmed Cllrs D Patey, J Rodrigues, Stephen Thompson, T Smith, and J Yeowell as members of the Planning & Environment Committee. All agreed.

RESOLVED that 5 named Councillors serve on the Planning & Environment Committee in the 2019/20 municipal year.

15 Membership of Leisure & Amenities Committee

The Parish Manager confirmed Cllrs P Baker, J Ballman, R Ballman, D Patey, J Rodrigues, Stephen Thompson and T Smith as members of the Leisure & Amenities Committee. All agreed.

RESOLVED that 7 named Councillors serve on the Leisure & Amenities Committee in the 2019/20 municipal year.

16 **Membership of Other Bodies**

The Parish Manager suggested a Libraries Working Group be set-up to determine Parish Council business within the libraries; how to fund, make recommendations to the Libraries & Leisure Trust on hours and staffing etc.

The Parish Manager confirmed that nominations for membership of the Working Group had been received from Cllrs J Ballman, D Patey, S Henderson and J Yeowell. He added that the group would meet as and when required.

Cllr D Moffatt made comments of discontentment regarding the suggested new group.

Cllr S Exell agreed that separation between the Trust and the Parish Council was needed.

Cllr J Ballman suggested a policy on Cllr membership on Trusts is required as Hreod Burna Urban Forest (HBUF) may be transferring to the Parish Council soon for which Cllrs are Trustees.

Cllr K Small confirmed someone can legally sit on the Council and Trust and added that the membership of the Trust was decided by the Parish Council.

Cllr S Exell asked if there was a conflict of interest.

Cllr D Moffatt confirmed he was content with Cllr J Ballman as Chair of the Trust and there was nothing to gain personally from decision making in that position. He added he had wanted to nominate members of the Trust at the AGM to make it clear that the Parish Council is the primary funder of the Libraries.

Cllr J Ballman confirmed that that Cllrs make up the majority of the Trust.

Cllr P Exell commented that the framework needed to supersede Cllrs currently in post.

The Parish Manager explained the structure of Trusts and confirmed the Cllrs that sit of the Trust do so as Libraries are within their Wards.

He went on to confirm that the item was to discuss the creation of a Working Group to mitigate concerns from a Parish Council perspective rather than the Trusts.

It was confirmed that the Trust would report to the Leisure & Amenities Committee.

All agreed on the proposed membership of the Working Group and it was agreed that they would meet at the request of the Leisure & Amenities Committee based on reports from the Trust.

RESOLVED that a new Libraries Working Group be created consisting of Cllrs J Ballman, D Patey, S Henderson and J Yeowell who will meet as and when requested by the Leisure & Amenities Committee.

17 **Representatives on Outside Bodies**

The Parish Manager confirmed that Cllrs J Ballman and J Yeowell sat on the Community North Safety Group.

18 **Councillor Allowances**

Cllr K Small moved that the 2% increase be applied as per NJC nationally agreed terms. Seconded by Cllr D Montaut.

Cllr S Exell asked about increasing the allowance and commented that it was low for those who relied upon it.

It was suggested that Cllr allowances be based on attendance at meetings and that Chairs and Vice-chairs receive 1.5 times the agreed allowance.

Cllr D Montaut commented that the subject was sensitive and suggested a Working Group be created if there was a debate to be had.

Cllr S Thompson commented that he hadn't become a Cllr for the remuneration, and he felt a 2% increase was adequate.

Cllr M Lucas stated that the amount currently received didn't cover his costs of fuel, printing etc.

The Parish Manager read out the recommendation of the Swindon Borough Council remuneration panel.

Cllr J Ballman suggested the subject had to be looked at differently and that a decision was to be made in the future.

Cllr S Exell commented that having a seemingly low allowance may exclude some people from standing to be a Cllr. She added that Cllrs had to balance the public perception of allowances and making sure that noone is excluded from standing to be a Cllr.

Cllr K Small stated that a principal had to be determined and elections and/or public perceptions could not be the basis of an important decision. He added that a steady increase was required.

Cllr J Ballman suggested a report be produced and presented to the Finance & Staffing Committee. Cllr K Small commented that the report would need to be presented by February 2020. All agreed.

RESOLVED that the Public Sector increase be applied as previously agreed and a report be presented to the Finance & Staffing Committee by February 2020.

19 **General Power of Competence**

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

Cllr K Small moved that the General Power of Competence be adopted. Seconded by D Montaut. All agreed.

RESOLVED that the General Power of Competence be adopted.

20 **Appointment of Internal Auditor**

The Parish Manager informed the Council that the Finance & Staffing Committee had requested a report on the available options and a quote for services was being sought from Swindon Borough Council and 1 external provider.

A report will be presented at a future Finance & Staffing Committee meeting.

21 Review of Standing Orders

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

Cllr S Exell asked for language to be made gender neutral where possible.

Cllr K Small moved that the Standing Orders be adopted with requested amendments to references to genders. Seconded by D Montaut. All agreed.

RESOLVED that the draft Standing Orders be adopted.

22 Review of Financial Controls

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

Cllr K Small moved that the Finance Regulations be adopted. Seconded by Cllr D Montaut. All agreed.

RESOLVED that the draft Financial Regulations be adopted.

23 Freedom of Information

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

Cllr K Small moved that the Freedom of Information Scheme be adopted. Seconded by Cllr D Montaut. All agreed.

RESOLVED that the Freedom of Information Scheme be adopted.

It was confirmed that no Fol requests had been received.

24 Review of Property and Assets

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

The Parish Manager confirmed that Churchward Avenue Leisure Garden site was missing from and that the de-minimus value was £50.

The Assets Register was noted.

25 Review of Insurance

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

The Parish Manager stated that the premium had increased. He added that there had been difficulties around void/empty properties and that there was a specific element included for the Youth Worker.

The item was noted.

26 Review of Risk Assessment

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

The Risk Assessment was noted.

27 Review of other Policies

Cllr K Small moved to adopt all policies. Seconded by Cllr D Montaut.

Cllr D Moffatt commented that previously it was agreed to review cyclically and requested policies and processes be brought to Full Council throughout the year. All agreed.

RESOLVED that all policies be adopted, and these be brought to Full Council throughout the year for review.

The meeting closed at 8.13pm

Signed.....

Date.....

Chair of the Council