

**Minutes of the Annual Meeting of the Council held on Tuesday 15th
May 2018 at 6:45pm at the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair	Mrs S Brown (SB) – Vice Chair
Mr B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr T Leathart (TL)
Mr J Haines (JH)	
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs A Featherstone

Acronyms used in these minutes:

SBC – Swindon Borough Council, PC – Parish Council, NP – Neighbourhood Plan, NPC – Neighbourhood Planning Committee, SMRA – South Marston Recreation Association, OPWG – Open Spaces Working Group, CWG – Communications Working Group, SM website – www.SouthMarston.org.uk,

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Apologies 1/18-19	DR. PC accepted reason for absence.	None	None
Election of Chair 2/18-19	SB proposed CM for election to position of Chair. TL seconded. No other nominations received. All approved election of CM as Chair.	None	None
Election of Vice Chair 3/18-19	BT nominated SB for election to position of Vice Chair. TL seconded. No other nominations received. All approved election of SB as Vice Chair.	None	None
Signing of the declarations of acceptance of office 4/18-19	All Councillors signed their declarations of acceptance of office, witnessed by the Clerk.	None	None
Co-option of John Haines as Councillor 5/18-19	JH confirmed eligibility and intention to join SMPC. SB nominate JH co-opted as member of the Council. SY seconded. All approved. CM welcomed JH to SMPC. JH signed their declarations of acceptance of office, witnessed by the Clerk.	None	None
Appointment of Committees and review of terms of reference 6/18-19	Neighbourhood Planning Committee: PC discussion about NPC. Agreed that work of the committee is now completed. NPC dissolved.	Clerk to dissolve committee.	None
Appointment of Working Groups and review of	Allotments Working Group: Reviewed and agreed without changes. Communications Working Group: Reviewed and agreed without changes.	Clerk to update terms of reference.	None

terms of reference 7/18-19	<p>Finance Working Group: Reviewed and agreed without changes.</p> <p>Open Spaces Working Group: Reviewed and agreed. JH to be added to membership.</p> <p>Planning Working Group: Reviewed and agreed without changes.</p> <p>Strategic Planning Working Group: Reviewed and agreed. JH to be added to membership.</p> <p>SB propose terms of reference for all groups are accepted and adopted. BT seconded. All approved. Clerk to update.</p>		
Appointment of authorised positions 8/18-19	<p>Emergency Co-ordinator: SY</p> <p>Data Protection Officer: SY. PC discussion about amendment to GDPR allowing more flexibility for Parish Councils. Will review if amendment does not pass.</p> <p>Data Controller: Clerk.</p> <p>All approved.</p>	Clerk to update relevant core documents	None
Appointment of representatives on outside bodies. 9/18-19	<p>Swindon Area Committee: SB & JH</p> <p>Speedwatch: TL</p> <p>Police: TL</p> <p>South Marston Recreation Association: SB</p> <p>WALC Executive Committee: Clerk stated that the PC do not have the power to appoint a representative to this Committee. PC discussion about benefits for the PC. PC agreed to defer decision until June PC meeting. Clerk to add to agenda.</p> <p>Clerk to update documents</p>	Clerk to add to agenda.	None
To confirm adoption of all Council core documents 10/18-19	<p>Code of Conduct: SB propose adoption. KM seconded. All approved.</p> <p>Document Retention Policy: SB proposed adoption. BT seconded. All approved.</p> <p>Emergency Plan: SB proposed adoption. BT seconded. All approved.</p> <p>Financial Regulations: SB asked PC to note that the Finance Working Group are recommending the revisions to these regulations. TL seconded. All approved</p> <p>Publication Scheme: SB proposed adoption. KM seconded. All approved.</p> <p>Standing Orders: SB proposed adoption. SY seconded. All approved.</p> <p>Clerk to update documents.</p>	Clerk to update documents	South Marston Village website
To approve the Council Calendar for 2018/19 11/18-19	Council calendar approved	None	None

To confirm programme of meetings for 2018/19 12/18-19	Programme of meetings approved. Clerk to update	Clerk to update	None
Meeting closure:	7:14pm		

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
Added at this meeting					
Annual 18 6/18-19	Committees	Clerk to dissolve Neighbourhood Planning Committee as no longer required.		Clerk	19/06/2018
Annual 18 7/18-19	Working Groups	Clerk to update terms of reference.		Clerk	19/06/2018
Annual 18 8/18-19	Authorised positions	Clerk to update relevant core documents with new appointments to authorised positions.		Clerk	19/06/2018
Annual 18 9/18-19	Representatives to outside bodies	Clerk to update relevant core documents with new appointments to outside bodies		Clerk	19/06/2018
Annual 18 9/18-19	Representatives to outside bodies	Clerk to add WALC Executive Committee appointment to June PC meeting agenda		Clerk	19/06/2018
Annual 18 10/18-19	Adoption of all Council core documents	Clerk to update documents		Clerk	19/06/2018
Annual 18 12/18-19	Programme of meetings for 2018/19	Clerk to update and share		Clerk	19/6/2018