

Notice of meeting

16th May 2024

Councillors are summoned to attend the **Annual Meeting of the Council** which will take place on **Tuesday 21st May 2024** at 7:00pm in the Village Hall. Members of the public are welcome to attend.

Kevin Morgan, South Marston Parish Council Clerk

Agenda item
1. Election of Chair
2. Election of Vice Chair
3. Signing of Acceptance of Office forms
4. Apologies
5. Adoption of new Safeguarding Policy
6. Appointment of Working Groups and review of terms of reference: • Allotments Working Group • Communications Working Group • Finance Working Group • Open Spaces Working Group • Planning Working Group • Policy Review Working group (new) • Strategic Planning Working Group
7. Appointment of positions: • Data Protection Officer • Data Controller • Emergency Co-ordinator • Roads Monitor
8. Appointment of representatives for outside bodies: • Police Liaison • South Marston Recreation Association • Swindon Local Councils Forum
9. To confirm adoption of Council core documents: • Asset Register • Code of Conduct • Co-option policy • Document Retention Policy • Emergency Plan • Meeting Recording Policy • Publication Scheme • Schedule of charges
10. To confirm programme of meetings for 2024/25

This meeting may be recorded by the Council or members of the press or public. Such recording should be in accordance with the Council’s Recording Policy – this is available on the website and a copy will be made available at meetings.