

Minutes of the Annual Meeting of the Council held on Tuesday 21st May 2024 at 7:00pm

Council Members present	
C McEwen (CM) – Chair	A Carter (AC)
S Brown (SB) – Vice Chair	M Povey (MP)
B Thunder (BT)	N Hole (NH)
T Leathart (TL)	
Clerk & Responsible Officer:	K Morgan
Ward Councillor Present	S Shelley, M Vallender
Members of the public present:	A Featherstone, L Cave-Ayland

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, ML- Mandy Larcombe (bookkeeper)

Agenda item & minute number	Summary	Action
Election of Chair 1/24-25	SB proposed CM for election to position of Chair. AC seconded. No other nominations received. All approved election of CM as Chair.	None
Election of Vice Chair 2/24-25	NH nominated SB for election to position of Vice Chair. TL seconded. All approved election of SB as Vice Chair.	None
Signing of Forms 3/24-25	CM and SB signed acceptance of office forms.	None
Apologies 4/24-25	No apologies.	None
Adoption of Safeguarding Policy 5/24-25	A slight amendment was agreed to the draft which was then adopted. Proposed: SB Seconded: NH Approved: All	
Appointment of Working Groups and review of terms of reference	Council reviewed drafts and the following was agreed:	Clerk to update terms of reference where

6/24-25	Allotments Working Group: No changes – Clerk to update. Communications Working Group: Small change to wording regarding safeguarding – Clerk to update. Finance Working Group: No changes - Clerk to update. Open Spaces Working Group: resident CB to be included. Clerk to update. Planning Working Group: MP to join. Clerk to update. Policy Review Working Group: SB and Clerk to be initial members. Clerk to update. Strategic Planning Working Group: No changes - Clerk to update.	appropriate and update website
Appointment of positions 7/24-25	Data Protection Officer: Clerk Data Controller: Clerk Emergency Co-ordinator: MP – Cllr Shelley was also asked to investigate current position of SBC with regard to emergency plans Roads Monitor: discussed and options to be considered.	None
Appointment of representatives for other bodies 8/24-25	Police: TL South Marston Recreation Association: SB Swindon Local Council Forum: CM All approved.	None
To confirm adoption of all Council core documents 9/24-25	Code of Conduct: Approved and adopted Document Retention Policy: Approved and adopted Emergency Plan: To be addressed when possible. Meeting Recording Policy: Approved and adopted Publication Scheme: Approved and adopted. Clerk noted this would be reviewed and updated when possible. Schedule of Charges: Approved and adopted. All the above approved and adopted: Proposed: SB Seconded: AC Approved: All The Clerk reported that Financial Regulations needed amendment (to be discussed by the FWG) and amended Financial Regulations, Risk Assessment and Standing Orders would be reviewed and adopted at a later date.	Clerk to update and post on website as appropriate.

To confirm meeting dates for 2024-25 10/24-25	Programme of meetings approved - to be held on 3 rd Tuesday of each month.	Clerk to update on website
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Meeting Closed 7:27pm

Signed by Chairperson:

Date: