

Notice of meeting

15th May 2025

Councillors are summoned to attend the **Annual Meeting of the Council** which will take place on **Tuesday 20th May 2025** 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. 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 • Strategic Planning Working Group
6. Appointment of positions: • Data Protection Officer • Data Controller • Emergency Co-ordinator • Roads Monitor
7. Appointment of representatives for outside bodies: • Police Liaison • South Marston Recreation Association • Swindon Local Councils Forum
8. To confirm adoption of Council core documents: • Asset Register • Code of Conduct • Co-option policy • Document Retention Policy • Emergency Plan • Financial Regulations • Meeting Recording Policy • Publication Scheme

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| <ul style="list-style-type: none">• Risk Register• Safeguarding Policy• Schedule of charges• Standing Orders |
| 9. To confirm programme of meetings for 2025/26 |