

Minutes of the Annual Meeting of the Council held on Tuesday 20th May 2025 at 7:00pm

Council Members present	
S Brown (SB) – Chair B Thunder (BT) T Leathart (TL)	A Carter (AC) N Hole (NH)
Clerk & Responsible Officer:	K Morgan
Ward Councillor Present	None
Members of the public present:	Mrs Featherstone, Mr 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 1/25-26	SB proposed CM for election to position of Chair in his absence. BT seconded. No other nominations received. All approved election of CM as Chair.	None
Election of Vice Chair 2/25-26	NH nominated SB for election to position of Vice Chair. TL seconded. All approved election of SB as Vice Chair.	None
Signing of Forms 3/25-26	SB signed acceptance of office form – CM to sign form when next available.	None
Apologies 4/25-26	MP was working late.	None
Appointment of Working Groups and review of terms of reference 5/25-26	Council reviewed drafts and the following was agreed: Allotments Working Group: No changes – Clerk to update. Communications Working Group: BT to leave group. Resident Hillary Brooks added. Clerk to update. Finance Working Group: No changes - Clerk to update.	Clerk to update terms of reference where appropriate and update website

	Open Spaces Working Group: resident Chris Brooks to be included. Clerk to update. Planning Working Group: BT to join. Clerk to update. Policy Review Working Group: No changes - clerk to update. Strategic Planning Working Group: No changes - Clerk to update.	
Appointment of positions 6/25-26	Data Protection Officer: Clerk Data Controller: Clerk Emergency Co-ordinator: MP Roads Monitor: discussed and options to be considered.	None
Appointment of representatives for other bodies 7/25-26	Police: TL South Marston Recreation Association: SB Swindon Local Council Forum: CM. NH also agreed to be the backup for the forum. All approved.	None
To confirm adoption of all Council core documents 8/25-26	Asset register: Approved and adopted. Code of Conduct: Approved and adopted Document Retention Policy: Approved and adopted Emergency Plan: To be addressed when possible. Financial Regulations: Approved and adopted. Meeting Recording Policy: Approved and adopted Publication Scheme: Approved and adopted. Clerk noted this would be reviewed and updated when possible. Risk Assessment: Approved and adopted. Safeguarding Policy: Approved and adopted. Schedule of Charges: Approved and adopted. Standing Orders: Approved and adopted. All the above approved and adopted: Proposed: SB Seconded: AC Approved: All	Clerk to update and post on website as appropriate.
To confirm meeting dates for 2025-26 9/25-26	Programme of meetings approved - to be held on 3 rd Tuesday of each month.	Clerk to update on website

Meeting Closed 7:15pm

Signed by Chairperson:

Date: