

Minutes of the Annual Meeting of the Council held on Tuesday 19th May 2026 at 7:00pm

Council Members present	
C McEwen (CRM) - Chair S Brown (SB) – Chair B Thunder (BT)	
Clerk & Responsible Officer:	K Morgan
Ward Councillor Present	M Vallender
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 1/26-27	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 2/26-27	BT nominated SB for election to position of Vice Chair. CRM seconded. All approved election of SB as Vice Chair.	None
Co-option of councillor 3/26-27	Council resolved to co-opt M Vallender to the Parish Council. Proposed: BT Seconded: SB Approved: All	
Signing of Acceptance of Office Forms 4/26-27	Acceptance of office forms signed. Cllrs Carter and Hole to sign forms at next meeting.	None
Apologies 5/26-27	Cllrs Carter and Hole were away.	None
Appointment of Working Groups	Council reviewed drafts and the following was agreed:	Clerk to update terms of reference where

and review of terms of reference 6/26-27	Allotments Working Group: No changes – Clerk to update. Communications Working Group: Clerk to update. Finance Working Group: Clerk to update. Open Spaces Working Group: MV to join, Clerk to update. Planning Working Group: MV to join, Clerk to update. Policy Review Working Group: No changes - clerk to update. Strategic Planning Working Group: MV to join - Clerk to update.	appropriate and update website
Appointment of positions 7/26-27	Data Protection Officer: Clerk Data Controller: Clerk Emergency Co-ordinator: MV Roads Monitor: Lengthsman to be asked.	None
Appointment of representatives for other bodies 8/26-27	Police: Clerk. South Marston Recreation Association: SB Swindon Local Council Forum: CM. NH to continue being the backup for the forum.	None
To confirm adoption of all Council core documents 9/26-27	Asset register: Recently adopted. Code of Conduct: Approved and adopted Document Retention Policy: Approved and adopted Emergency Plan: To be addressed when possible. Financial Regulations: Updated, approved and adopted. Meeting Recording Policy: Approved and adopted Publication Scheme: Approved and adopted.. Risk Assessment: Approved and adopted. Noted that this may need revision over coming years with changing risks. Safeguarding Policy: Approved and adopted. Schedule of Charges: Recently adopted. Standing Orders: Updated, approved and adopted. All the above approved and adopted: Proposed: SB Seconded: BT Approved: All	Clerk to update and post on website as appropriate.
Review new draft policies 10/26-27	Memorial policy to be adopted and updated as required.	Clerk

	Orphan land policy to be reviewed when possible before adoption.	
To renew the General Power of Competence 11/26-27	Council confirmed it met the requirements to renew the General Power of Competence: Proposed: MV Seconded: BT Approved: All	None
To confirm meeting dates for 2025-26 12/26-27	Programme of meetings approved - to be held on 3 rd Tuesday of each month.	Clerk to update on website

Meeting Closed 7:25pm

Signed by Chairperson:

Date: