WANBOROUGH PARISH COUNCIL

Minutes of the Annual Meeting of
WANBOROUGH PARISH COUNCIL (WPC) to be held at
WANBOROUGH VILLAGE HALL, HIGH STREET, WANBOROUGH
on Monday 19th May 2025

Cllrs present:	Richard Bellamy, Kathy Glanville, David Hayward, Colin Offer, Omar Mirza, Gary Sumner, John Warr
In attendance:	Sally Thurston (Interim Clerk)
Minute Ref:	FC/19.5/25

1. **Election of Chair**
   a) It was PROPOSED by Cllr Mirza, SECONDED by Cllr Sumner and RESOLVED to elect Cllr. Glanville as the Chair of the Council for the 2025-26 Municipal Year.
   b) Cllr. Glanville signed the Declaration of Acceptance of Office

2. **Election of Vice Chair**
a) It was PROPOSED by Cllr Warr, SECONDED by Cllr Offer and RESOLVED to elect Cllr. Mirza as the Vice Chair of the Council for the 2025-26 Municipal Year.
b) Cllr. Mirza signed the Declaration of Acceptance of Office

3. **Apologies**
   None

4. **Declaration of interest**
   None at this time

5. **Minutes**
   It was PROPOSED, SECONDED and RESOLVED to approve minutes of meeting held on 28th April 2025 and sign them as a correct record.

6. **Annual Accounts - 1st April 2024 to 31st March 2025**
   a) It was PROPOSED by Cllr Sumner, SECONDED by Cllr Mirza and RESOLVED to NOTE and APPROVE the Annual Internal Audit Report.
   b) Members considered the Annual Governance Statement in section 1of the Annual Governance and Accountability Return (AGAR). It was PROPOSED by Cllr Mirza, SECONDED by Cllr Offer and RESOLVED to record YES to assertions 1- 8 and N/A to assertion 9.
   c) Members considered the Accounting Statements in section 2 of the AGAR. It was PROPOSED by Cllr Mirza, SECONDED by Cllr Sumner and RESOLVED to APPROVE the accounting statements as presented.
   d) It was PROPOSED by Cllr Mirza, SECONDED by Cllr Sumner and RESOLVED to APPROVE the explanations of variants as presented.
   e) It was PROPOSED by Cllr Mirza, SECONDED by Cllr Warr and RESOLVED to APPROVE the year end bank reconciliations as presented.
   f) It was PROPOSED by Cllr Mirza, SECONDED by Cllr Warr and RESOLVED to APPROVE the following dates for the period of public right to view accounts: Tuesday 3rd June to Monday 14th July 2025.

7. It was PROPOSED, SECONDED and RESOLVED that the Chair and Vice Chair are voting members on all committees and working parties. It was noted that this assisted with quorum for committee meetings but understood that the chair and vice chair may not be able to attend all meetings.

8. **To appoint members to serve on the following committees:**

a. It was PROPOSED, SECONDED and RESOLVED the following councillors be elected as members of the Finance and Policy Committee:
   Cllrs Hayward, Offer, Sumner and Warr
b. It was PROPOSED, SECONDED and RESOLVED the following councillors be elected as members of the Hoopers Field Committee:
   Cllrs Hayward, Offer, Sumner and Warr
c. It was PROPOSED, SECONDED and RESOLVED the following councillors be elected as members of the Footpaths, Village Maintenance and Allotments Committee:
   Cllrs Bellamy, Emmins and Offer
d. It was PROPOSED, SECONDED and RESOLVED the following councillors be elected as members of the Staffing Committee:
   Cllrs Bellamy and Warr

9. To appoint Chairs of the following committees:

a. It was PROPOSED, SECONDED and RESOLVED Cllr Sumner be elected as chair of the Finance and Policy Committee
b. It was PROPOSED, SECONDED and RESOLVED Cllr Offer be elected as chair of the Hoopers Field Committee
c. It was PROPOSED, SECONDED and RESOLVED Cllr Bellamy be elected as chair of the Footpaths, Village Maintenance and Allotments Committee
d. It was PROPOSED, SECONDED and RESOLVED Cllr Warr be elected as chair of the Staffing Committee

10. To appoint members to working parties set up by Full Council to include:

a. It was PROPOSED, SECONDED and RESOLVED that all councillors be appointed as members of the Strategic Working Party
b. Website Working Party (WWP) – It was PROPOSED, SECONDED and RESOLVED to defer appointments to the WWP to a future meeting.

11. To appoint representatives on the under mentioned bodies, or additional bodies, as required:

a) It was PROPOSED, SECONDED and RESOLVED Cllr Sumner be elected as WPC representative on the Village Hall Management Committee
b) It was PROPOSED, SECONDED and RESOLVED Cllr Glanville be elected as WPC representative on the Swindon Area Committee
c) It was PROPOSED, SECONDED and RESOLVED Cllr Hayward be elected as WPC representative on the Woodland Trust / Community Forest

12. Delegation arrangements

It was PROPOSED, SECONDED and RESOLVED to APPROVE and ADOPT the delegation arrangements with the following amendment: the Clerk act as press officer in consultation with the chair.

13. Terms of Reference

It was PROPOSED, SECONDED and RESOLVED to APPROVE and ADOPT the following Terms of Reference for Committees, sub committees and working parties:

a. Finance and Policy Committee
b. Hoopers Field Committee
c. Footpaths, Village Maintenance and Allotments Committee
d. Staffing Committee
e. Strategic Working Party

It was NOTED that each committee would also review their TORs at the first meeting of the municipal year.

14. Subscriptions

The subscriptions to the following bodies were approved pending a full review:

a) Wiltshire Association of Local Councils
b) National Association of Local Councils
c) Society of Local Council Clerks
d) Swindon Area Committee

15. Standing Orders and Financial Regulations (attached)

a) It was PROPOSED, SECONDED and RESOLVED to APPROVE and ADOPT the Standing Orders as presented. The Clerk was asked to add the definition of 'clear days' in an appendix.
b) It was PROPOSED, SECONDED and RESOLVED to APPROVE and ADOPT the Financial Regulations as presented.

16. Financial Controls

It was PROPOSED, SECONDED and RESOLVED to request the Finance and Policy Committee carry out a full review of the financial risk assessment for the 2025.26 financial year and make recommendations for any amendments to Full Council.

17. Insurance

It was PROPOSED, SECONDED and RESOLVED to confirm arrangements for insurance cover is in place in respect of all insured risks. This would be reviewed again before renewal.

18. Complaints Procedure

It was PROPOSED, SECONDED and RESOLVED to request the Finance and Policy Committee carry out a full review of the complaints procedure and make recommendations for any amendments to Full Council.

19. Freedom of Information

It was PROPOSED, SECONDED and RESOLVED to request the Finance and Policy Committee carry out a full review of the procedure for handling request made under the Freedom of Information Act 2000 and make recommendations for any amendments to Full Council.

20. Employment Policies and Procedures

It was PROPOSED, SECONDED and RESOLVED to request the Staffing Committee carry out a full review of the Council's employment policies and procedures and make recommendations for any amendments to Full Council including:

a) Anti Bullying and Harassment Policy
b) Disciplinary and Grievance Policy
c) Employee Handbook
d) Homeworking Policy
e) Lone working Policy
f) Performance Improvement Policy
g) Sickness Absence Policy
h) Staff Appraisal policy
i) Training and Development Policy

21. Corporate Policies

It was PROPOSED, SECONDED and RESOLVED to request the Finance and Policy Committee carry out a full review of the Council's policies and procedures and make recommendations for any amendments to Full Council. Including:

a) Allotment Privacy Notice
b) Allotment Agreement
c) Casual Vacancy and co-option procedures
d) Civility and Respect Pledge
e) Code of Conduct
f) Communications Policy
g) Councillor-Clerk Protocol
h) Document Retention Policy
i) Email Contact Privacy Notice
j) Equality and Diversity
k) Grant Application Form
l) Grant Awarding Policy
m) Habitual and Vexatious Complaints Policy
n) High Consequence Infectious Disease Policy
o) Hoopers Field Hiring Contact Privacy Notice

p) Information Data Protection Policy
q) Meeting Etiquette and Predetermination Policy
r) Nolan Principals
s) Privacy Notice
t) Public Participation
u) Social Media Policy
v) Volunteer Policy

22. Meetings

a) It was PROPOSED, SECONDED and RESOLVED ordinary meetings of the full council would be held on the fourth Monday of every month at 7pm in the Village Hall, High Street Wanborough up to and including the next annual meeting of council.

b) It was PROPOSED, SECONDED and RESOLVED to APPROVE the meeting schedule June 2025 to May 2026 as presented. Cllr Hayward voted against.

23. THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS.

None present

24. Report from Swindon Borough Council (SBC) Ward Councillor

NOTED

It was PROPOSED, SECONDED and RESOLVED to DEFER items 25, 26, 27, 29b and 30 to the next meeting.

25. Reports - DEFFERED

To receive and consider minutes, reports and recommendations from the following councillors, officers, committee and working party meetings, including any decisions taken under delegated authority:

a) Clerk's update (to follow)
b) Chairmans update (to follow)
c) Parish Assembly – 14th May 2025 (to follow)

26. Correspondence - DEFFERED

To receive for information only a list of correspondence circulated between 24th March and Monday 19th May 2025 (to follow).

27. Items for Information - - DEFFERED

To receive items for information only to include:

a. Action List (to follow)

28. Finance and Audit

a. It was PROPOSED by Cllr Sumner, SECONDED by Cllr Offer and RESOLVED to APPROVE Orders of payment for May (appendix a)
b. Santander Mandate – It was PROPOSED, SECONDED and RESOLVED to add Cllr Omar Mirza and Interim Clerk, Sally Thurston as signatories on the Santander bank account and remove the previous clerk.
c. It was PROPOSED, SECONDED and RESOLVED to ADOPT statutory guidance on local government investments.

29. Planning

A declaration of interest was made by Cllr. Sumner as a member of the Swindon Borough Council (SBC) planning committee. It was NOTED Cllr Sumner and would not take part in debate or voting.

a) Members considered the following planning application received from SBC awaiting comment: S/HOU/25/0569 Erection of a two-storey rear/side extension, single storey rear extension and extension to existing garage. At: 3 Kimbers Field, Wanborough Swindon SN4 0BT. It was PROPOSED, SECONDED and RESOLVED not to register any objection but to make the following comments:
   - Ensure there is sufficient parking provision
   - Ensure easy access for neighbours and emergency vehicles on a shared drive

b) To note applications determined by SBC since previous meeting– DEFFERED.

30. Staffing – DEFFERED
To receive and consider an update

Meeting closed at 8.35pm

Appendix a

ORDERS OF PAYMENT May 2025 MEETING		
Payee	**Description**	**Gross Invoice Amount (£)**
Paid – expenditure previously approved at Council meeting/regular payments or under Delegation		
ID Mobile Ltd.	Phone – Clerk	£ 6.00
Starboard Systems	Scribe software	£ 62.40
Beefy Skips	Allotment skip	£ 242.00
Beefy Skips	Allotment skip	£ 282.00
Flagmakers	Hoopers Flag	£ 156.86
Glasdon	Dog Bin	£ 337.67
For approval		
Cloudy	Councillor IT	£ 919.92
Cloudy	Ass Clerk IT	£ 409.35
Staff	Total Salaries	£ 3,535.06
AllBuild	Services	£ 3,204.00
PCC Wanborough	Lyden Magazine	£ 286.25
JuSteel	Container Hire	£ 60.00
Solutions Cleaning	HF Cleaning	£ 210.00
Auditing Solutions Ltd	Internal Audit	£ 780.00
One Vision Signs	Park Signage	£ 264.00
BF Sweepers Ltd	Road Sweeping	£ 1,584.00
Totals		**£ 10,755.51**