

# SWINDON PARISH COUNCIL

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## NOTICE OF MEETING

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Councillors ARE HEREBY SUMMONED to attend the ANNUAL MEETING of SWINDON PARISH COUNCIL in **Swindon Village Hall, Church Road** on **Tuesday 8<sup>th</sup> May 2018 at 7.30pm**.

The public and press are invited to attend to observe proceedings. The public may participate during the public session of the meeting.



Shaun Cullimore  
Proper Officer of the Council  
1<sup>st</sup> May 2018

## A G E N D A

- 1 To elect a Chairman
- 2 To elect a Vice-Chairman (if deemed appropriate)
- 3 To receive apologies
- 4 To receive Declarations of Interest
- 5 To remind members of the need to complete a Register of Interests
- 6 Adjournment for the Public Session  
*Members of the public are welcome to attend meetings of the Council. Questions may be put to the Council during the Public Session.*
- 7 To consider the minutes of the previous meeting
  - *Matters of accuracy*
  - *Matters arising*
- 8 To consider allocation of members to roles (e.g. C5, Chartered Parishes Meeting)
- 9 To consider accounts payable (see overleaf)
- 10 To consider the report of the internal auditor
- 11 To review the Council's risk assessment
- 12 To review the Council's banking and investment arrangements
- 13 To consider any changes to the Council's bank mandate
- 14 To consider the effectiveness of the Council's internal controls
- 15 To consider the Council's Annual Governance Statement for 2017-2018
- 16 To approve the Council's Accounting Statements for 2017-2018
- 17 To approve the Council's bank reconciliation for 2017-2018
- 18 To note the Council's financial position versus budget for 2017-2018
- 19 To consider planning and licensing matters
- 20 To consider maintenance of the sundial mosaic
- 21 To consider speed reduction initiatives

- 22 To consider the proposal to enhance the park and other initiatives
- 23 To consider the offer of community engagement activities from Spirax Sarco
- 24 To consider the management of the Village Hall
- 25 To consider the installation of a noticeboard outside the Cross Hands
- 26 To receive reports

### **Accounts Payable**

<b><u>Description</u></b>	<b><u>Sub-Total</u></b>	<b><u>Total</u></b>	<b><u>Cheque Number</u></b>
Clerk			
• Salary (ref 1819-009)	£397.34		
• Expenses (ref 1819-009)	£32.00		
• Cost of web hosting (April) (ref 1819-003)	£3.59		
• Purchase of refreshments for Annual Parish Meeting (ref 1819-005)	£52.00		
• Travel to Highnam for GDPR training course 24.2 miles at 45p per mile (ref 1819-010)	£10.89	£495.82	1047
Cllr. Helen Wells reimbursement of expenditure on refreshments and flowers for Annual Parish Meeting (ref 1819-004)		£37.65	1048
Karen Evans collection of May Village News from Cirencester 26 <sup>th</sup> April 2018 (ref 1718-089)		£17.55	1049