

Minutes of the Annual Meeting of the Haydon Wick Parish Council held on Tuesday 19th May 2015 at 7.00pm in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick.

Present: Councillors J Stooke (Chairman), L Brown (Vice-Chair), A Adams, E Baker-Lee, P Booth, S Callen, P Eagle, J Fuller, E Gerrard, R Hailstone, S McDermott, P Martin, D Rodgers, D Smith and C Taylor

Also present Borough Councillor David Renard

Clerk: Terry Powell

Public: There were four (4) members of the public present

449 Nomination of Chairman of Council

449.1. As the outgoing Chairman Councillor J Stooke asked the meeting for nominations for the position of Chairman of the Parish Council for the coming year. A number of questions were raised by Councillor S McDermott in regard to comments made in an email sent by Councillor J Stooke to all other Councillors on the need for the Chairman to attend daily meetings. The Clerk gave information on the number and type of meetings held over the year.

449.2 Two nominations were received. Councillor D Smith proposed Councillor J Stooke seconded by Councillor P Booth and Councillor L Brown was proposed by Councillor E Baker-Lee and seconded by Councillor D Rodgers. Councillor J Fuller raised the question of whether it was acceptable that a person who was standing as a candidate should chair the voting procedure as with fourteen (14) Councillors present they could be a call for a casting vote. The Clerk confirmed that Standing Orders did not provide any guidance on this question. Councillor J Stooke confirmed his intention to continue unless there was any objection. As no further argument was put forward the vote was held.

449.3 Following the vote both Councillors received seven (7) votes and the Chairman used his casting vote in his favour. Therefore Councillor J Stooke was elected as Chairman for the coming year.

450 Chairman's Declaration of Acceptance of Office

Councillor J Stooke accepted the position. In recognition in the closeness of the election he agreed to hold a vote of confidence when the remaining vacancies in Haydon End and Ray Wards were filled by co-option.

451. Apologies for Absence

None received

452. PUBLIC RECESS

Although not normally part of the Annual Meeting the Chairman using his discretionary powers as detailed in Standing Order 126 asked if any member of the public present wished to speak.

A member of the public spoke regarding the approach made by Councillor J Stooke during the election period and queried whether, as a result of the votes cast in the election, he believed he had a mandate to push the Clean Agenda forward.

Borough Councillor D Renard welcomed the new Councillors and hoped that the future would herald a more co-operative period between the two Councils.

7.25 pm Councillor E Gerrard joined the meeting

453 DECLARATION OF INTERESTS

None

454 MINUTES

The minutes of the Annual Meeting held on Tuesday 20th May 2014 were presented for approval. The meeting agreed that the content represented the meeting.

**Proposed: Councillor J Fuller
Brown
Vote: Agreed**

Seconded: Councillor L

**RESOLVED - that the minutes of the Annual Meeting held on Tuesday
20th May 2014 be agreed and signed as a correct record.**

455. NOMINATION OF VICE-CHAIRMAN OF COUNCIL

Councillor L Brown was nominated for the position of Vice-Chairman by Councillor E Baker-Lee and seconded by Councillor D Rodgers

**Proposed Councillor E Baker-Lee
Rodgers
Vote: Agreed**

Seconded Councillor D

**RESOLVED - that Councillor L Brown be elected as Vice-Chairman of the
Council for the year 2015 - 2016**

456. STRUCTURE OF THE COUNCIL

456.1 The Clerk presented a report on the frequency and start times of meetings. It was agreed to consider the two motions on this matter before discussing the report. Prior to the discussion on the two motions Councillor J Stooke withdrew his motion.

456.2 The motion proposed by Councillor R Hailstone was seconded by Councillor E Baker-Lee.

Following a discussion it was agreed to adopt the proposed schedule of a monthly Full Council meeting and to retain the 7.30pm start times for all meetings apart from the Annual Meeting. It was further agreed to address the question on the frequency of Committee meetings through a separate discussion and vote.

**Proposed Councillor R Hailstone Seconded Councillor E Baker-Lee
Vote: Agreed**

RESOLVED - that the Full Council meetings be held monthly. All meetings to commence at 7.30pm apart from the Annual Meeting which will start at 7.00pm.

456.3 The questions of the frequency of meetings and the structure of the Committee was discussed. In response to questions on the need of a membership of eleven (11) for each Committee and the potential lack of business for the Full Council to consider if meetings were not monthly the Clerk explained the need to ensure that meetings were quorate and that the majority of the business conducted at Full Council arose from other areas than the Committees. In addition to the Planning & Highways Committee being held monthly it was proposed by Councillors L Brown, J Fuller and R Hailstone that the Amenities & Leisure Committee also met monthly. Councillors S McDermott and E Gerrard raised concerns on the potential adverse impact on the workload on the office of too many monthly meetings. The meetings agreed that the committee structure and frequency of meetings would be referred to a meeting of the Governance Working Party. Until a recommendation was available Planning & Highways and Amenities & Leisure would meet monthly with Communications and Policy & Finance meeting bi-monthly. The Clerk advised the meeting that this, on most months, would occupy every Tuesday resulting the need for in any additional meetings to be held on other days of the week.

**Proposed Councillor R Hailstone Seconded Councillor L Brown
Vote: Agreed**

RESOLVED – that the meetings of the Planning & Highways and Amenities & Leisure Committees are held monthly with bi-

monthly meetings for Communications and Policy & Finance Committees. The Governance Working Party to review the Committee structure and frequency of meetings and report back Full Council

457. COMMITTEES

456.1 Nomination of members to Policy & Finance

2014/15 Committee

S Exell	J Fuller	P Martin	R Hailstone
J Keepin	S McDermott (Chair)	J Mills	P Exell
J Stooke	M Whelan	G McKeown	

2015/16 Committee

S Callen	P Martin	D Rodgers	Vacant
P Eagle	S McDermott (C)	C Taylor	Vacant
J Fuller	R Hailstone	Vacant	

There are a number of outstanding grant applications and Councillor S McDermott asked for nominations from the Policy & Finance Committee to form a Grants Working Party. The following Councillors volunteered:

P Eagle, R Hailstone, S McDermott, D Rodgers & C Taylor

457.2 Nomination of members to Amenities & Leisure

2014/15 Committee

L Brown (Chair)	R Hailstone	R McVay	J Mills
P Exell	M Whelan	J Fuller	D Wakefield
J Stooke	J Martin	S Exell	

2015/16 Committee

A Adams	P Eagle	P Martin	Vacant
E Baker-Lee	E Gerrard	D Smith	Vacant
P Booth	R Hailstone (C)	Vacant	

457.3 Nomination of members to Communications

2014/15 Committee

S Exell	J Fuller	E Gerrard	R Hailstone (Chair)
P Hall	S McDermott	M Whelan	G McKeown
J Stooke	Vacant	Vacant	

2015/16 Committee

A Adams	J Fuller	D Rodgers	Vacant
E Baker-Lee (C)	E Gerrard	Vacant	Vacant
S Callen	S McDermott	Vacant	

457.4. Nomination of members to Planning & Highways

2014/15 Committee

S Exell (Chair)	J Fuller	L Brown	Vacant
E Gerrard	P Exell	J Mills	D Wakefield
J Keepin	M Whelan	J Martin	

2015/6 Committee

E Baker-Lee	R Hailstone	C Taylor	Vacant
P Booth	D Rodgers	Vacant	Vacant
J Fuller (C)	D Smith	Vacant	

457.5. Nomination of members to Personnel

It was agreed to continue with the practice of the Personnel Committee being a sub-committee of the Policy & Finance Committee with a membership of five with a required quorum of three.

457.6. Nomination of members to Youth Council Working Party

This item to be deferred to the next meeting of the Amenities & Leisure Committee

458 MEDIA & PRESS RELEASE OFFICER

458.1 Nomination of Media & Press Release Officer – Councillor E Baker-Lee to undertake this role as Chair of the Communications Committee

458.2. Nomination of Assistant Media & Press Release Officer – To be discussed at Communications Committee

459 NOMINATION OF SWINDON AREA COMMITTEE OF WALC REPRESENTATIVES

458.1 Swindon Area Committee of WALC Representative

Councillor R Hailstone was the representative for 2014/2015 and indicated he was prepared to continue. As no other nominations were received Councillor Hailstone was duly elected.

458.2 Nomination of second re to SAC of WALC

Councillor P Eagle was nominated and was duly elected as no other nominations were received

459. NOMINATION OF WALC REPRESENTATIVE

No nominations were received therefore this position would remain vacant

460. NOMINATION OF LIAISON OFFICER WITH SEVEN FIELDS CONSERVATION GROUP

Councillor L Brown was the representative for 2014/2015 and she is willing to stand again. In the absence of any other nomination Councillor L Brown was duly elected.

461. NOMINATION OF SWINDON NORTH AND NORTH EAST COMBINED NEIGHBOURHOOD TASKING GROUP REPRESENTATIVE

Councillor J Stooke was nominated, in the absence of any other nomination was elected. Councillor R Hailstone agreed to act as deputy representative

462. APPOINTMENT INTERNAL AUDITOR FOR FINANCIAL YEAR 2015/2016

Mr Stuart Wilbur from Microshade acts as the current Internal Auditor and it is proposed he continues in this role for the next financial year

**Proposed: Councillor L Brown
Vote: Agreed**

Seconded: Councillor P Eagle

RESOLVED - that Mr Stuart Wilbur be appointed as the Internal Auditor for 2015/2016

463. CODE OF CONDUCT

The Clerk reminded that the Declaration of Interests forms were required to be returned to the office as soon as possible.

464. CONTINUATION OF COUNCIL LEASES & LICENSES

The Council currently has leases with:-

- Trent Road Field
- Cloverlands
- Lyddon Way
- Kelly Gardens
- Primrose Close
- Clary Road
- Council Offices
- Leisure Garden Site 2
- Tenancy at Will agreement (transferred play areas)

Following a brief discussion it was agreed to continue with the leases.

Proposed: Councillor R Hailstone Seconded: Councillor E Baker-Lee
Vote: Agreed

RESOLVED: - that the leases are continued

465. GENERAL POWER OF COMPETENCE

Following a discussion on the General Power of Competence and confirmation from the Clerk that the Council met the legal requirements to do so it was agreed to adopt the General Power of Competence.

Proposed: Councillor L Brown Seconded: Councillor S Callen
Vote: Agreed

RESOLVED - that the General Power of Competence is adopted

466. DRAFT ANNUAL RETURN

The Clerk presented the draft Annual Return for information.

467. FINANCIAL MATTERS

The Members discussed the revenue budget report circulated with the agenda and a further report which showed the schedule of payments for the month. Following the discussion the reports were accepted and the schedule of payments was approved for payment.

Proposed: Councillor P Eagle Seconded: Councillor J Fuller
Vote: Unanimous

RESOLVED – to accept the content of the reports and to approve the schedule of payments.

The Clerk requested that three signatories be approved to attend the Parish Offices to sign the necessary paperwork for the payments and to undertake random checks of the processes. Councillors E Gerrard, L Brown and R Hailstone agreed to attend.

Meeting finished at 7.45pm.

Chairman_____