

You are formally summoned to attend the Annual Meeting of Covingham Parish Council
to be held on:

Monday 12th May 2025

At 7pm in the Small Hall at St Paul's Church and Community Centre, Covingham

Agenda

1. Election of Chair

To receive the Chairs Declaration of Acceptance of Office

2. Election of Vice Chair

3. Apologies

To receive apologies

4. Declaration of Interests

Members are reminded that they should declare any known interests in any matter to be considered at the beginning of the meeting and during the meeting if it becomes apparent that they have an interest in the matters being discussed.

5. Minutes of previous meeting

The minutes of the meeting held on 7th April 2025 need to be agreed, and signed as a true record

6. Matters arising from the previous minutes

To consider any matters arising from the minutes that are not covered elsewhere within the agenda.

7. Public forum

Members of the public are invited to make representations, ask questions or comment on any matters on the agenda, and any matters relating to the work of the Council, any Parish related matters or to raise any areas of concern. The session will last for no more than 15 minutes unless an extension is granted by the Chair.

8. Police Matters

9. Chairs Verbal Update

10. Clerks Verbal Update

11. Parish Maintenance Engineers

- **Monthly Reports** – to receive any comments or provide any feedback to the Maintenance Engineers.
- **Grounds Maintenance Matters**

12. Planning Matters:

a) To consider any planning applications.

Application: S/HOU/25/0443 (14th May)

Location: 5 Swanbrook, Covingham, SN3 5AJ

Proposal: Erection of two storey side/rear extension

- b) **To note any comments from the Planning Working Party submitted between meetings.**
No comments have been submitted.

c) **To note any decisions**

Application: S/HOU/25/0164

Location: 15 Peregrine Close, Covingham, SN3 5BJ

Proposal: Erection of two storey side extension - Granted

13. Financial Matters

- a) To approve Finance Statement and payments approval list
- b) To receive the monthly accounts reconciliation
- c) To formally agree and approve amounts to be identified as ear marked reserves for 2024/25 costs outstanding, projects and contingency funds
- d) To approve final budget for 2025/26

14. Insurance Renewal

To discuss the Insurance Renewal quote – see document attached.

15. Limited Assurance Review

To review, approve and sign:

- a) Annual Governance Statement 2024/25
- b) Accounting Statements 2024/25
- c) To confirm period of Public Rights and Publication of Annual Governance & Accountability Return.

16. Standing Orders

To review, approve and adopt version 4 of the Standing Orders.

17. To re adopt:

- a) Covingham Parish Council Financial Regulations
- b) Covingham Parish Council Code of Conduct

18. Appointments to and roles for Working Parties and Committees

To agree the roles and responsibilities and identify representatives of the Parish Council for outside meetings.

- Data Protection & Governance
- Planning Working Party
- Personnel Committee
- Swindon Local Councils Forum
- Chairs & Clerks Engagement Meeting

19. To confirm the dates of meetings to be held for 2025/26

See document attached.

20. Great Western Community Forest - Oaks at '80' project

To discuss and consider whether the Parish Council wish to take part in the planting an Oak tree to commemorate the upcoming 80th anniversary of the end of World War II – see email attached.

21. The Handy Mag

To agree the input to the article.

22. Salary Increases

The meeting to note that the value of the salary scale points has increased with effect from 1st April 2025. These increases are contractual as per the Terms & Conditions of the Contract of Employment and that the Personnel Committee recommends approval of the increment increase.

23. Matters for consideration

To receive information on matters not covered elsewhere & to receive future agenda items.

Signed

L. Evans