

Swallowcliffe Parish Council



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Meeting of Council**
on **Thursday 21st May 2020** commencing at **7pm**

Via Zoom video conferencing

for the transaction of the business shown on the agenda below.

Signed:  Simon Pritchard – PARISH CLERK

Residents / Members of the Public are able to attend this meeting.

Please email the Clerk and you will be sent a link to join the meeting online.

*At the start of the meeting 10 minutes is put aside for questions and comments from
Residents to Members of the Parish Council*

Once the formal meeting has started Members of the Public are reminded that they have no right to speak.

~ Agenda ~

ACM1 – Election of Parish Council Chairman for the Municipal Year 2020/21

ACM2 – Declaration of Acceptance of Office
New Chairman to sign their declaration of office.

ACM3 - Apologies for Absence:
To receive any Apologies for Absence

ACM4 – Declaration of Pecuniary Interests & Dispensations:
Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Councils Code of Conduct.

ACM5 – Adoption of Minutes:
To adopt the minutes of previous Annual Meeting of Council – 16th May 2019.

ACM6 - Members Portfolios 2020/21:
Some Members of the Council hold extra responsibility in some areas, the Council is asked to consider the following portfolios and if appropriate make appointments to the same.

- A) The Village Hall Committee Representative
- B) SW Wiltshire Council Area Board
- C) Footpaths / Rights of Way & Transport
- D) Highway Matters
- E) South West Wiltshire Community Safety Group
- F) Local Planning & Development
- G) Financial Policy
- H) Flood Warden / Civil Contingencies
- I) Litter Management

ACM7 – HR Panel Membership 2020/21:

Council to appoint two Members to the HR Panel and one reserve Member.

ACM8 – Delegated power – Planning applications:

Members are asked to consider passing a resolution to give delegated power the Parish Clerk to respond to planning and tree applications on behalf of the Council, in line with the agreed protocol.

ACM9 – Assets Register 2020/21:

To agree the list of assets the Council has and adopt the register (Register attached).

ACM10 – Risk Assessment 2020/21:

To carryout and adopt a risk assessment for 2020/21 (2019/20 assessment attached)

ACM11 – Insurance Renewal 2020/21:

To receive the policy schedule and premium for 2020/21 and make payment of £231.03

ACM12 – Annual Membership Renewal 2020/21:

To consider maintaining membership of the Wiltshire Association of Local Councils and authorising payment of £83.56 for the membership fee.

ACM13 – FINANCE:

A. End of Year Outturn 2019/20:

To receive the end of year outturn.

B. Earmarked Funds Review:

To review the earmarked funds that the Council hold.

C. To Appoint Bank Signatories 2019/20:

To confirm the Councils three Bank Signatories

D. Payments:

To resolve to make the following payments:

1. Cllr S. Banas – Printer Ink - £28.50
2. Mrs N. Phillips – Internal Audit - £40.00

ACM14 – Internal Audit Report 2019/20:

To receive the Councils Internal Audit result and consider any recommendations.

ACM15 – Annual Governance Statement 2019/20:

To consider & approve the Councils Annual Governance Statement.

ACM16 – Accounting Statements 2019/20:

To consider & approve the Councils Accounting Statement.

ACM17 – Declaration of Council being exempt from external audit:

To consider if the Council qualifies to declare itself as being exempt from external audit and to resolve if the Council will declare itself exempt or to submit the Council for review at a cost of £200 + VAT.

ACM18 – Ultrafast broadband opportunities for village

To review the options available to the Village, the role of the Parish Council and resulting communication to residents.