

Swallowcliffe Parish Council



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Meeting** of the Parish Council
On: **Thursday 13th May 2021** commencing at **7:00pm** @ The Village Hall, Swallowcliffe
For the transaction of the business shown on the agenda below.

Signed:  Simon Pritchard - Parish Clerk

Questions from Residents / Members of the Public:

Residents are encouraged to contact the Council Members by phone, email, or letter.

Due to the Covid pandemic there will not be an opportunity to address the Parish Council at this meeting, under advice the meeting is being kept as short as possible.

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

~ Agenda ~

ACM1 - **Election of Parish Council Chairman for the Municipal Year 2021/22**

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 - **Declarations 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 last Parish Council meeting on the 18th of March 2021.

ACM6 - **Members Portfolios 2021/22:**

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
- 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

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ACM7 – HR Panel Membership 2021/22:

Council to appoint two Members to the HR Panel.

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 2021/22:

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

ACM10 – Risk Assessment 2021/22:

To carry out and adopt a risk assessment for 2021/22 (Current assessment attached)

ACM11 – Insurance Renewal 2021/22:

To receive the policy schedule and premium for 2021/22 and make payment of £231.03

ACM12 – Annual Membership Renewal 2021/22:

To consider maintaining membership of the Wiltshire Association of Local Councils and authorising payment of £80.42 for the membership fee.

ACM13 – FINANCE:

A. End of Year Outturn 2020/21:

To receive the end of year outturn.

B. To Appoint Bank Signatories 2020/21:

To confirm the Councils three Bank Signatories

C. Payments:

To resolve to make the following payments:

1. Cllr S. Banas – Newsletters - £30.00
2. Mrs N. Phillips – Internal Audit - £40.00

ACM14 – Internal Audit Report 2020/21:

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

ACM15 – Annual Governance Statement 2020/21:

To consider & approve the Councils Annual Governance Statement.

ACM16 – Accounting Statements 2020/21:

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 – Footpath Gates Grant Request to Area Board:

To consider making a grant request to the Wiltshire Council Area Board meeting on June 30th for a grant towards some new pedestrian footpath gates.