

Swallowcliffe Parish Council



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Council Meeting**

On: **Thursday 23rd May 2024**

commencing at **7:00pm @ The Village Hall**, Swallowcliffe
For the transaction of the business shown on the agenda below.

Signed:  Simon Pritchard PSLCC – Locum Parish Clerk & RFO

Engagement with Residents / Members of the Public:

At the start of the meeting up 10 minutes is allowed for statements from the Public.

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

~ Agenda ~

1. Election of Parish Council Chairperson for the Municipal Year 2024/25:

New Chairperson to sign their declaration of office.

2. Apologies for Absence:

To receive any apologies for absence made to the Locum Clerk

3. Declarations of Pecuniary or Other Interests:

Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Council's Code of Conduct.

4. Dispensations to Participate:

To receive and resolve on any applications for dispensations made to the Locum Clerk.

5. Adoption of Minutes:

To adopt the minutes of last Parish Council meeting on **Thursday 29th February 2024**

6. Members Portfolios 2022/23:

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) **Environmental Initiatives**
- d) **Footpaths / Rights of Way**
- e) **Highway Matters (inc LHFIG)**
- f) **Village Maintenance Report**
- g) **Flood Warden**
- h) **Others?.....**

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7. HR Panel Membership 2024/25:

Council to appoint two Members to the HR Panel.

8. Delegated Power – Planning Applications:

To pass a resolution to give delegated power the Locum Parish Clerk to respond to planning and tree applications on behalf of the Council, in line with the agreed protocol.

9. Assets Register 2024:

To agree the list of assets the Council has, check the insurance value and adopt the register.

10. Risk Assessment 2024/25:

To carry out and adopt a risk assessment for 2024/25

11. Insurance Renewal 2024/25:

To receive the policy schedule and premium and agree payment of £285.77

12. Annual WALC Membership Renewal 2024/25:

To resolve on membership of the Wiltshire Association of Local Councils and authorising payment (Last year £79.92)

13. ADPION OF COUNCIL POLICY DOCUMENTS:

To receive and adopt / re-adopt the council's policies.

- A. The Code of Conduct**
- B. Standing Orders**
- C. Financial Regulations**

14. COUNCIL FINANCE:

A. End of Year Outturn 2023/24:

To receive the end of year outturn.

B. To Appoint Bank Signatories 2024/25:

To confirm the Council's three Bank Signatories

C. Progression Towards Online Banking:

To receive a verbal report on the progression towards moving the council to using online banking exclusively.

D. Payments to be Authorised:

To resolve to make the following payments:

1. Mrs N. Phillips – Internal Audit - £60.00
2. Mr S. Pritchard – Locum Clerk Service March & April - £423.50
3. Mr S Banas – Newsletter Printing - £42.00

E. Budget Spend to Date & Bank Reconciliation:

To receive the budget Vs spend to date, the bank rec and reserves reports

15. Internal Audit Report 2023/24:

To receive the Council's Internal Audit result. To adopt a plan of action to address the areas of concern highlighted.

16. Annual Governance Statement 2023/24:

To consider & approve the Councils Annual Governance Statement.

17. Accounting Statements 2023/24:

To consider & approve the Councils Accounting Statement.

18. Declaration of Council Being Exempt from External Audit:

To resolve on the Council declaring itself as being exempt from external audit or to submit the Council for review at a cost of £210 + VAT.

19. Confirmation of Public Rights Dates:

To confirm that the dates for the public right of inspection will be Monday 3 June 2024 to Friday 12 July 2024

20. Recruitment of a Councillor and Parish Clerk:

A. Recruitment of a Councillor:

The Parish Council has a duty to be actively promoting the vacancy.

To receive verbal reports, from the current membership as to their progress made with finding a fifth member of the council.

B. Recruitment of a Parish Clerk:

The receive a verbal report as to the steps taken so far. To agree on any further steps to be taken.

C. Fixed Term Contract for Locum Clerk:

To resolve on issuing a fixed term (temporary) contract of employment to the current Locum Clerk. To act as the Proper Officer, Responsible Finance Officer and to continue to provide legal & administrative services for a fix number of months, at a fixed rate and hours.

21. SID Repair & Battery Upgrade:

To resolve in the works to be carried out to the SID, including costs.

22. Land Registration of the Village Hall - Statement of Truth:

To receive and approve the statement of truth.

23. Annual Parish Meeting Feedback:

To receive a debrief of the Annual Parish Meeting and agree any next steps.

24. Emergency Hub Scheme:

To receive any update on the registration of the Village Hall onto this scheme and agree any next steps.

25. Wiltshire Council - Septic Tanks Upgrade Scheme:

To receive details of this scheme and resolve on any next steps.