

**Swillington Village Council**  
**Clerk: Mrs K Goodare**  
**Swillington Village Hall, Church Lane, Swillington, LS26 8DX**  
**Email: [clerk@swillingtonvillagecouncil.gov.uk](mailto:clerk@swillingtonvillagecouncil.gov.uk)**

28th April 2025

Dear Councillor

You are summoned to attend the Annual Meeting of Swillington Village Council, to be held on **TUESDAY 5<sup>TH</sup> MAY 2026** at 7pm in Swillington Village Hall.



Mrs K Goodare (Clerk)

**AGENDA**

1. To elect a Chair of the Council.
2. To elect a Vice-Chair of the Council.
3. To review the Terms of Reference for the Council's committees and working parties:
  - 3.1 Staffing Committee
  - 3.2 Village Hall Management Committee
  - 3.3 Village Plan Working Party
4. To appoint members to the Council's committees and working parties:
  - 4.1 Staffing Committee (4 members)
  - 4.2 Village Hall Committee (min. 4 members including one Cllr)
  - 4.3 Village Plan Working Party
5. To appoint Councillor representatives for the following:
  - 5.1 Allotments
  - 5.2 Christmas Lights
  - 5.3 Defibrillators
  - 5.4 Footpaths
  - 5.5 Playground
  - 5.6 SIDs
  - 5.7 YLCA (2)
6. To review the Council's Standing Orders and approve
7. To review the Council's Financial Regulations and approve
8. To review the asset and risk registers and approve, and to consider the updated Risk Management Policy (V4)

9. To review the Council's arrangements for its land and leases:
  - 9.1 To review the lease arrangements for the former scout hut land
  - 9.2 To review the lease arrangements for the Club car park
  - 9.3 To receive an update on the registration of land with the Land Registry
10. To review the insurance cover and approve it is appropriate in respect of all insurable risks
11. To review the Council's and its staff's subscriptions to other bodies, including:
  - 11.1 Information Commissioner's Office
  - 11.2 National Allotment Society
  - 11.3 Society for Local Council Clerks
  - 11.4 Suffolk Association of Local Councils
  - 11.5 Yorkshire Local Councils Association
12. To review the Council's complaints procedure
  - 12.1 Complaints Policy V2 (October 2023) - *no change*
  - 12.2 Persistent or Vexatious Complaints Policy V2 (October 2023) - *no change*
13. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, including:
  - 13.1 Freedom of Information Policy V1 (March 2024) - *no change*
  - 13.2 Data Protection Policy V2 (May 2025) - *no change*
  - 13.3 Privacy Notice V2 (March 2024) - *no change*
  - 13.4 Publication Scheme V2 (May 2026) - *updated*
  - 13.5 Records Management & Retention Policy V1 (March 2024) - *no change*
14. Review of the Council's policies for dealing with the press and media, including:
  - 14.1 Press & Media Policy V1 (July 2023) - *no change*
  - 14.2 Social Media & Electronic Communications Policy V2 (March 2026) - *no change*
15. Review of the Council's employment policies and procedures, including the following with *no changes* made:
  - 15.1 Adoption Leave Policy V1 (April 2026)
  - 15.2 Annual Leave Policy V1 (September 2023)
  - 15.3 Bereavement Policy V2 (April 2026)
  - 15.4 Capability Policy V1 (May 2024)
  - 15.5 Dignity at Work Policy V3 (May 2025)
  - 15.6 Disciplinary Policy V3 (April 2026)
  - 15.7 Emergency Dependents Leave Policy V1 (May 2025)
  - 15.8 Employee Appraisal Policy V1 (May 2024)
  - 15.9 Equal Opportunities Policy V3 (September 2023)
  - 15.10 Equal Opportunities Statement V1 (February 2024) -
  - 15.11 Equality and Diversity Policy V2 (September 2023)
  - 15.12 Expenses Policy V3 (November 2025)
  - 15.13 Flexible Working Policy V1 (April 2026)

- 15.14 GDPR privacy notice for employees and councillors V1 (September 2023)
- 15.15 General and Sexual Harassment Prevention Policy and Procedure V1 (April 2026)
- 15.16 Grievance Policy V3 (May 2025)
- 15.17 Health & Safety Policy V3 (May 2025)
- 15.18 HR Data Protection Policy V2 (April 2026)
- 15.19 Internet & IT Equipment Policy V1 (December 2023)
- 15.20 Lone Working Policy V1 (April 2026)
- 15.21 Maternity Leave & Pay Policy V1 (April 2026)
- 15.22 Mobile Phone Policy V1 (December 2023)
- 15.23 Paternity Leave & Pay Policy V1 (April 2026)
- 15.24 Pension and Retirement Policy V1 (April 2026)
- 15.25 Policy for Managing Clerk Absences V1 (September 2025)
- 15.26 Recruitment and Selection Policy V1 (March 2024)
- 15.27 Shared Parental Leave Policy V1 (April 2026)
- 15.28 Sickness Absence & Capability Policy V2 (April 2026)
- 15.29 Staff Timesheet Policy V1 (June 2025)
- 15.30 Whistleblowing Policy V2 (April 2026)
- 15.31 Working Procedures Policy V1 (October 2025)

And the following with updates:

- 15.32 Training & Development Policy V2 (May 2026) -

- 16. To review the Council's expenditure incurred under S137 of the Local Government Act 1972
- 17. To confirm the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council