

Swillington Village Council
Clerk: Mrs K Goodare
Swillington Village Hall, Church Lane, Swillington, LS26 8DX
Email: clerk@swillingtonvillagecouncil.gov.uk

1st May 2024

You are summoned to attend the Annual Meeting of Swillington Village Council, to be held on **TUESDAY 7TH MAY 2024** 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 Finance Committee
 - 3.2 Staffing Committee
 - 3.3 Village Hall Management Committee
 - 3.4 Christmas Lights
 - 3.5 Village Plan
 - 3.6 Community Emergency Plan
4. To appoint members to the Council's committees and working parties:
 - 4.1 Finance Committee (5 members)
 - 4.2 Staffing Committee (4 members)
 - 4.3 Village Hall Committee (min. 4 members including one Cllr)
 - 4.4 Christmas Lights
 - 4.5 Village Plan
 - 4.6 Community Emergency Plan
5. To appoint Councillor representatives for the following:
 - 5.1 Allotments (1)
 - 5.2 Defibrillators (1)
 - 5.3 Playground (1)
 - 5.4 SIDs (1)
 - 5.5 YLCA (2)
 - 5.6 Footpaths (1)
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 register and approve
9. To review the Council's sub-lease of the former scout hut land
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 YLCA
 - 11.2 SLCC
 - 11.3 National Allotment Society
12. To review the Council's complaints procedure
 - 12.1 Complaints Policy V2 (October 2023)
 - 12.2 Persistent or Vexatious Complaints Policy V2 (October 2023)
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)
 - 13.2 Data Protection Policy V1 (September 2015)
 - 13.3 Privacy Notice V2 (March 2024)
 - 13.4 Publication Scheme V1 (April 2015)
 - 13.5 Records Management & Retention Policy V1 (March 2024)
14. Review of the Council's policies for dealing with the press and media, including:
 - 13.1 Press & Media Policy V1 (July 2023)
 - 13.2 Social Media & Electronic Communications Policy V1 (July 2023)
15. Review of the Council's employment policies and procedures, including:
 - 14.1 Annual Leave Policy V1 (September 2023)
 - 14.2 Bereavement Policy V1 (September 2023)
 - 14.3 Dignity at Work Policy V2 (September 2023)
 - 14.4 Disciplinary Policy V2 (September 2023)
 - 14.5 Equal Opportunities Policy V3 (September 2023)
 - 14.6 Equal Opportunities Statement V1 (February 2024)
 - 14.7 Equality and Diversity Policy V2 (September 2023)
 - 14.8 Expenses Policy V2 (September 2023)
 - 14.9 HR Data Protection Policy V1 (September 2023)
 - 14.10 Internet & IT Equipment Policy V1 (December 2023)
 - 14.11 Mobile Phone Policy V1 (December 2023)
 - 14.12 Recruitment and Selection Policy V1 (March 2024)
 - 14.13 Whistleblowing Policy V1 (February 2024)
16. To confirm the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council