

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

30th April 2025

You are invited to attend the Annual Meeting of Swillington Village Council, to be held on **TUESDAY 6TH MAY 2025** 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 and approve all minutes of ordinary meetings of the Council from April 2024-March 2025.
4. To review the Council's existing committees and working parties, and consider their continuation or closure:
 - 4.1 Finance Committee
 - 4.2 Staffing Committee
 - 4.3 Village Hall Management Committee
 - 4.4 Village Plan Working Party
 - 4.5 Community Emergency Plan Working Party
5. To review the Terms of Reference for the Council's committees and working parties:
 - 5.1 Finance Committee
 - 5.2 Staffing Committee
 - 5.3 Village Hall Management Committee
 - 5.4 Village Plan
 - 5.5 Community Emergency Plan
6. To appoint members to the Council's committees and working parties:
 - 6.1 Finance Committee (5 members)
 - 6.2 Staffing Committee (4 members)
 - 6.3 Village Hall Committee (min. 4 members including one Cllr)
 - 6.5 Village Plan Working Party
 - 6.6 Community Emergency Plan Working Party

7. To appoint Councillor representatives for the following:
 - 7.1 Allotments (1)
 - 7.2 Defibrillators (1)
 - 7.3 Playground (1)
 - 7.4 SIDs (1)
 - 7.5 YLCA (2)
 - 7.6 Footpaths (1)
8. To review the Council's Standing Orders and approve
9. To review the Council's Financial Regulations and approve
10. To review the asset and risk registers and approve
11. To review the Council's sub-lease of the former scout hut land
12. To review the insurance cover and approve it is appropriate in respect of all insurable risks
13. To review the Council's and its staff's subscriptions to other bodies, including:
 - 13.1 YLCA
 - 13.2 SLCC
 - 13.3 National Allotment Society
14. To review the Council's complaints procedure
 - 14.1 Complaints Policy V2 (October 2023)
 - 14.2 Persistent or Vexatious Complaints Policy V2 (October 2023)
15. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, including:
 - 15.1 Freedom of Information Policy V1 (March 2024) - *no change*
 - 15.2 Data Protection Policy V2 (May 2025) - *updated*
 - 15.3 Privacy Notice V2 (March 2024) - *no change*
 - 15.4 Publication Scheme V1 (April 2015) - *no change*
 - 15.5 Records Management & Retention Policy V1 (March 2024) - *no change*
16. Review of the Council's policies for dealing with the press and media, including:
 - 16.1 Press & Media Policy V1 (July 2023) - *no change*
 - 16.2 Social Media & Electronic Communications Policy V1 (July 2023) - *no change*
17. Review of the Council's employment policies and procedures, including:
 - 17.1 Annual Leave Policy V1 (September 2023) - *no change*
 - 17.2 Bereavement Policy V2 (May 2025) - *updated*
 - 17.3 Capability Policy V1 (May 2024) - *no change*
 - 17.4 Dignity at Work Policy V3 (May 2025) - *updated*
 - 17.7 Disciplinary Policy V3 (May 2025) - *updated*
 - 17.6 Emergency Dependents Leave Policy V1 (May 2025) - *new*

- 17.7 Employee Appraisal Policy V1 (May 2024) - *no change*
- 17.8 Equal Opportunities Policy V3 (September 2023) - *no change*
- 17.9 Equal Opportunities Statement V1 (February 2024) - *no change*
- 17.10 Equality and Diversity Policy V2 (September 2023) - *no change*
- 17.11 Expenses Policy V3 (May 2025) - *updated*
- 17.12 GDPR privacy notice for employees and councillors V1 (September 2023) - *no change*
- 17.13 Grievance Policy V3 (May 2025) - *updated*
- 17.14 Health & Safety Policy V3 (May 2025) - *reconfirmation*
- 17.15 HR Data Protection Policy V1 (September 2023) - *no change*
- 17.16 Internet & IT Equipment Policy V1 (December 2023) - *no change*
- 17.17 Mobile Phone Policy V1 (December 2023) - *no change*
- 17.18 Recruitment and Selection Policy V1 (March 2024) - *no change*
- 17.19 Sickness Absence & Capability Policy V1 (May 2024) - *no change*
- 17.20 Training & Development Policy V1 (May 2024) - *no change*
- 17.21 Whistleblowing Policy V1 (February 2024) - *no change*

- 18. To confirm the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council