

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



28th February 2024

You are invited to attend the next meeting of Swillington Village Council, to be held on **TUESDAY 5TH MARCH 2024** at 7.30pm in Swillington Village Hall.

A handwritten signature in black ink, appearing to read 'Ke', is positioned above the name of the clerk.

Mrs K Goodare (Clerk)

There will be a public session prior to the meeting from 7.15pm. Members of the public are welcome to attend the meeting.

AGENDA

1. To elect a Chair of the Council
2. To elect a Vice Chair of the Council
3. Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
4. 4.1 To receive apologies.
4.2. To approve reasons for absence given by councillors.
5. 5.1 To receive declarations of interest from councillors on items on the agenda.
5.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.
5.3 To receive, consider and decide upon any applications for dispensation.
6. To confirm the minutes of the meeting held on 6th February 2024 as a true and correct record.
7. To receive information on the following ongoing issues and decide further action where necessary:
 - 7.1 Swillington Trailer Hire land (*Cllrs Knox and Musther*)
 - 7.2 Problems with the verge on the corner of Church Lane and Neville Grove (*Cllr Cummings*)
8. To receive and to consider actions and decisions to be taken:
 - 8.1 Reports received from representatives
 - 8.2 Clerk's Report received

9. To consider and decide upon the following Council policies:
 - 9.1 Records Management & Retention Policy (new)
 - 9.2 Privacy Notice (updated)
 - 9.3 Freedom of Information Policy (new)
 - 9.4 Recruitment & Selection Policy (new)
 - 9.5 Co-Option Policy (updated)

10. Allotments:
 - 10.1 To appoint an Allotments Representative
 - 10.2 To consider and decide on an application from Swillington Lane allotment plot 26 to erect a polytunnel

11. To consider a new keyholder for the noticeboards and the management of the noticeboard notices

12. To consider archiving historically important documents currently stored within the Village Hall with Leeds City Council archiving service

13. To consider applying for a free framed portrait of HM The King for display in the Village Hall

14. To consider the insurance renewal quote received and any actions necessary

15. To consider the renewal quote received from Vision ICT for the SSL and website hosting costs

16. Committees and Working Parties:
 - 16.1 To consider the recommendations from the interview panel on the appointment of a Clerk/RFO for a maternity cover period
 - 16.2 To agree a rescheduled date for the March finance committee meeting
 - 16.3 To consider the revised Village Hall Management Committee Terms of Reference
 - 16.4 To consider the appointment of a Councillor to the staffing committee
 - 16.5 To consider the appointment of two Councillors to the finance committee

17. To consider and decide on the following purchases:
 - 17.1 Shredder
 - 17.2 Parish Online invoice

18. Village and community matters:
 - 18.1 To finalise plans for the Annual Village meeting including the invitation of local groups
 - 18.2 To receive an update on the funding and purchase of a defibrillator and to consider and decide any further actions to be taken
 - 18.3 To consider and decide on a grant application from St Mary's Church for the upkeep of the Remembrance Garden
 - 18.4 To consider and decide on continuing the schedule of biannual playground inspections with our current provider at a cost of £100+VAT per inspection

19. Events matters:

19.1 To receive an update on recent events and consider any suggestions for improvement

19.2 To consider suggestions for future events and consider actions and decisions to be taken

19.3 D-Day 80th anniversary 6th June 2024

19.3.1 To receive an update from Cllrs Lewin and Sissons on beacon research and costings

19.3.2 To receive any updates from Cllrs on arrangements for the beacon and the weekend events, and consider any further actions to be taken

20. Financial matters:

20.1 February 2024 spend reconciled to the bank statement

20.2 Agree payment items

20.3 Budget update

21. To notify the clerk of matters for inclusion on the agenda of the next meeting

22. To confirm the date of the next meeting as Tuesday 2nd April 2024

22.1 To note the dates and times of upcoming meetings