**APPENDIX A**

**Minutes of Swillington Village Annual Council meeting held on Tuesday the 4th of May 2021 at 7.30 pm.**

**Please note that this meeting was held remotely using Zoom owing to the COVID-19 Pandemic and the resulting restrictions on social distancing.**

**Councillors in attendance** Cllrs Smith (Chairman), Knox, Carriss-Wright, Williams, Crossley-Rudd, Young and Dunkerley.

Village Clerk Diane Brown

There were two members of the public in attendance.

**Agenda**

**21.19** It was unanimously agreed and subsequently **resolved to elect Cllr Jacqui Smith as Chairman of Swillington Village Council.** Cllr Smith signed the declaration of the acceptance of office which was scanned and sent to the Clerk for her signature. *\* 1 Footnote*

**21.20 Election of the Vice- Chairman**It was unanimously agreed and subsequently **resolved to elect Cllr Pete Young as Vice- Chairman.** Cllr Young signed the declaration of the acceptance of office which was scanned and sent to the Clerk for her signature. *\* 2 Footnote*

**21.21 Apologies**

Were received from Cllr Coleman.

**21.22To receive any amended declarations of interest from members.**

None received.

**21.23 To identify any items for discussion that may require the exclusion of the press and public**.

It was agreed that Item 8 would require the exclusion of the press and public.

**21.24 To approve the minutes of the Council Meeting of the 6th of April.**

**It was resolved to approve the minutes of the 6th of April 2021****.** **\****3 Footnote*

**21.25 To review the Committee Structures and to appoint 3 members to serve on the Staffing Committee.**

 **It was resolved to appoint Cllrs Smith, Dunkerley and Coleman to the Staffing** **Committee**.**\****4 Footnote*

**21.26 To appoint representatives on the undermentioned bodies as required.**

**(a) Village Hall Committee**

**It was resolved to appoint Cllr Knox to the Village Hall Committee.** **\****5 Footnote*

**(b) Swillington Education Charity.**

**It was resolved to appoint Cllr Knox to the Swillington Education Charity. \*** *6 Footnote*

**(c) Allotments**

**It was resolved to appoint Cllr Young as the Allotments Representative. \****7 Footnote*

**(d) Playground Representative**

**It was resolved to appoint Cllr Williams as the Playground Representative. \****8 Footnote*

**21.27 Councillors Co-option**

At this point the two members of the public left the meeting whilst this was discussed as both had applied for the councillor vacancy. It was agreed that both candidates were excellent, and it would be hard to choose one**. After discussion, it was resolved to co-opt Angela Fox to the Councillor vacancy.** The Chair welcomed Cllr Fox to the Council and the Clerk outlined the documentation which Cllr Fox is required to complete. **\****9 Footnote*

**21.28 To receive reports from**

**a) Local Community Policing Team**

The crime figures were discussed, and they are now on the Council website.

**b) Public Rights of Way (PROW) Footpath Warden**

The Footpath Report was discussed and has been sent to Leeds CC for action. The Chair highlighted the issue of flooding on Path 14 which has yet to be resolved and has been reported to Leeds CC again. There was also the issue of overflowing litter bins which has also been reported.

**c) Children’s Playgrounds/ Litter Picker**

Cllr Williams had provided a playground report which was discussed. The litter pickers report had been received and there were no issues to note.

**d) Allotments Representative**

Cllr Young distributed his report prior to the meeting. There is one issue with an untidy plot on the Crescent Site and the Clerk will contact the allotment holder.

**e) Swillington Educational Charity Representative**

Cllr Knox stated that there had not been any developments since his previous update.

**f) Village Hall Reporting – All relevant aspects**

 The Chair had distributed her report prior to the meeting, and it was noted.

**g) Speed Indicator Updates (SID’s)**

Cllr Coleman was unable to attend the meeting but had distributed the SID data to all councillors. The Chair stated that the SIDs were making a difference in reducing speed and asked the Clerk to contact Cllr Coleman for an update re the re-siting of one of the SIDs and the purchase of another, this purchase was approved in the last financial year.

**h) Report from the Chair- Copy distributed prior to the meeting**

This report was noted and accepted.

**i) April Delegated Expenditure**

There was none.

**21.29 Financial year 20/21, completion of the Annual Return - To consider and decide.**

As part of the year-end financial closure process the accounts are externally audited by the Governments appointed auditors PKF Littlejohn. This is completed via the Annual Governance and Accountability Return (AGAR) which details the information required.

**(a) Section 1 of the AGAR is the Annual Governance Statement**.

This is a statement signed on behalf of the Council by the Chair and states that there is a sound system of internal control for the year ending 31st March 2021 in operation. The Council’s internal controls were reviewed and approved at the April 2021 meeting. **It was resolved that Swillington Village Council has robust financial controls and all relevant boxes could be positively ticked. The Chair and Clerk of Swillington Village Council approved and signed section 1 of the AGAR.** **\****10 Footnote*

**(b) Section 2 Accounting Statements 2020/21**

Section 2 of the AGAR includes the year end accounting figures which have been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities- a Practitioners Guide to proper Practices and present fairly the financial position of Swillington Village Council. The accounts were presented to the April 2021 Council meeting and were approved. Section 2 was signed by the Clerk Diane Brown in her capacity as RFO before being presented to the Village Council for approval. **It was resolved that the information within section 2 was correct and was signed by the Chair on behalf of the Council.**  **\****11 Footnote*

**(c) Swillington Village Council, Notice of Public Rights and Publication of the externally unaudited AGAR for the accounts for the year ended 31st March 2021.**

It was agreed that the notice for the publication of the accounts would be placed on the notice boards and on the website. Any members of the public wishing to see the accounts should contact either the Chair or Clerk. The financial records will be available for inspection between the dates of the 14th of June to the 23rd of July.

**21.30 Operation Menai Bridge- to consider and decide.**

**There are protocols for the death of members of the Royal Family and it was resolved to purchase, Operation Menai Bridge protocol for the Council’s website. \****12 Footnote*

**21.31 Speed Bumps Project– to consider and decide.**

The Chair outlined the proposal to support the Miners Welfare Club in applying safety measures to the access road to the playing fields. **It was resolved to contribute £150 to these safety measures. \****13 Footnote*

**21.32 Equal Opportunities Policy- To consider and decide.**

**The Council has reviewed its Equal Opportunities Policy and it was resolved to adopt it. \****14 Footnote*

**21.33 To receive any information on the following on going issues and decide further action where necessary.**

**(a) Hanging Baskets 2021/22**

The Chair gave an update regarding the increased budget for this service and that this would need to be reviewed next year.

(**b) A63 Cycle Way**

The Council has not received an update on this issue since the last meeting and the Clerk was asked to contact Leeds CC for an update.

**(c) The holding of meetings post, 6th May 2021.**

The Government is insisting that Council meetings will be held publicly from this date. Swillington Village Council has responded to the Government survey on this matter and an update is expected soon.

**21.34 To receive and consider any current planning proposals.**There was none.

**21.35 Financial information to receive and consider the financial accounts**.

**a) April 2021 accounting statements have been reconciled to the Village Council bank statements and presented to the Council.**

**b) The payments totalling £ 3,203.90 were agreed and the budget for 2021/22, as at the end of April was agreed. Both agreements were resolved by all Cllrs. \****15 Footnote*

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| **Payee** | **Reason for expenditure** | **Amount** |
| **National Allotment Society** | **Subscription** | **£75.00** |
| **CISWO** | **Ground rent** | **£89.07** |
| **YLCA** | **Subscription** | **£765.00** |
| **Margaret Best** | **Internal Audit Fee** | **£50.00** |
| **YLCA** | **Seminar**  | **£80.00** |
| **Chris Knott Brokers** | **Allotment insurance** | **£81.96** |
| **CCL Computers Ltd** | **Chair’s laptop** | **£499.99** |
| **HMRC** | **Tax and NI** | **£243.86** |
| **YLCA** | **Training** | **£10.00** |
| **Diane Brown** | **Clerks Expenses** | **£27.44** |
| **Cllr Jacqui Smith** | **Chairs Expenses** | **£67.60** |
| **Staff salaries** | **Three employees** | **£1,213.98** |

**21.36 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**

Details of the YLCA remote two-day seminar in April was discussed, all presentations from the two- day event were shared with all Cllrs.

**21.37 To consider and agree dates of the next meeting of the Council.**

The next meeting of the Village Council will be on Tuesday the 1st of June.

*Footnotes 1-15 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

**Public Participation**

There were no issues raised.

The meeting closed at 8.40 pm.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

…………………………………………………….. Date ………………………...