**APPENDIX A**

**Minutes of Swillington Village Annual Council meeting held on Tuesday the 3rd of May 2022 at 7.30 pm.**

**Councillors in attendance** Cllrs Smith (Chair), Coleman, Dunkerley, Knox, Fox, and Bramma. Village Clerk Diane Brown. There were 3 members of the public in attendance.

**Agenda**

The Chair welcomed everyone to the meeting.

**22.23 The election of the Chairman of the village Council and to receive the Chairman’s Declaration of Acceptance of Office.**

Cllr Smith had declared her intention to retire as Chair, there were no other Cllrs currently willing to become Chair. Without a Chair presiding at a meeting then the meeting cannot go ahead. Cllr Smith said that she would continue as Chair until another Cllr came forward. **It was resolved to elect Cllr Smith as Chairman and she signed the Chair’s declaration.**

**22.24 To elect the Vice Chairman and to receive the Vice Chairman’s Declaration of Office.**

**It was resolved to elect Cllr J Knox as Vice-Chairman, Cllr Knox signed the Declaration.**

**22.25 Apologies**

Cllr Young had sent his apologies and the reason for his non-attendance was accepted.

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

None were received.

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

There were none**.**

**22.28To approve the minutes of the Council Meeting of the 4th of April 2022.**

**It was resolved to approve the minutes of the 4th of April 2022.**

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

**It was resolved to keep the committee structures as they are and Cllrs Smith, Dunkerley and Coleman were appointed to the Staffing Committee.**

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

**a) Village Hall Committee- It was resolved to appoint Cllr Knox as the Village Hall Committee Representative.**

**b) Swillington Educational Charity - It was resolved to appoint Cllr Knox as the Swillington Educational Charity Representative.**

**c) Allotments- Although Cllr Young was not at the meeting, he had stated that he would be willing to continue as the Allotments Representative, Cllr Young was appointed.**

**d) Yorkshire Local Councils Association- It was resolved to appoint Cllrs Coleman and Crossley-Rudd as the YLCA representatives.**

**22.31 To receive reports from**

**a) Local Community Policing Team**

A report had been received from the Local Policing Team which was discussed.

**b) Children’s Playground**

A report had been distributed prior to the meeting which was discussed. Unfortunately, there has been further vandalism at the playground.

**c) Allotments Representative**

Cllr Young was not at the meeting but had distributed his report prior to the meeting.

**d) Swillington Educational Charity Representative**

Cllr Knox stated that there had not been a meeting and there was nothing to report.

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

The key holder post remains vacant, the Village Hall is doing well financially with increased bookings, so it is important that this post is filled. Cllr Bramma volunteered to help and a member of the public in attendance at the meeting said that he would apply for the post. This item was discussed further in this meeting see item 22.35.

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

Cllr Coleman updated the meeting regarding the data from the SIDS and the continuance of speeding in the village. The damaged SID has yet to be repaired.

**g) Report from the Chair- Copy distributed prior to the meeting -** noted and accepted.

**h) April Delegated Expenditure**

There was none.

**22.32 Financial year 2021/22, 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**.

The Council’s internal controls were reviewed and approved at the April 2022 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.**

**(b) Section 2 Accounting Statements 2021/22**

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 2022 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.**

**(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. The financial records will be available for inspection by the public between the dates of the 13th of June to the 22nd of July 2022.

**22.33 Removal of concrete fence, Children’s playground-To consider and decide.**

This was discussed and it was agreed that if Swillington Sports and Social Club wanted the fence removing, the Village Council was not opposed to this but the expense of the removal of the fence should be borne by the Club.

**22.34 Moving the location of the Notice Board outside the village Hall- To consider and decide.**

**It was resolved that the notice board should be re-positioned at a cost of £258.**

**22.35 Village Hall, a way forward- To consider and decide.**

Cllr Knox listed several issues which required discussion, the Clerk will investigate a booking service software package. Cllr Knox stated that the Village Hall Committee were considering a £50 deposit for parties. Cllrs agreed that a bond was a workable solution for this problem. It was also agreed that the use of a key safe would be beneficial for regular users of the Hall.

**22.36 The licensing of video requirements for the Queens Jubilee- To consider and decide.**

Cllr Bramma had outlined the need for this license at the last meeting. The cost will be in the region of £183-£227 plus VAT. **It was resolved to purchase the license**.

**22.37 Little Library - To consider and decide.**

Cllr Bramma detailed a project that a neighbouring village had in place for a small library. Cllr Bramma will investigate this further, and it will be a future agenda item.

**22.38 Autumn/ Winter Events– To consider and decide**

Cllr Bramma stated that in obtaining the license for the Jubilee event that consideration should be given to further events which the Community would enjoy such as showing films at the Church and candle lit concerts. It was agreed that this should be investigated further.

**22.39 Website Security Check – To consider and decide**

As part of our Risk assessment process, it was agreed that the security of our website

should be checked. **It was resolved that Cllr Knox would complete this exercise.**

***Approval was given at this point for the meeting to extend beyond 9 o’ clock.***

**22.40 Individual Councillor Training Log- To consider and decide**

**It was resolved to update the policy regarding the Village Council’s Statement of Intent for training. All Cllrs will be required to keep a log of their training.**

**22.41 Staffing Committee Agreement Clerks hours for April- To consider and decide.**

**It was resolved to approve the minutes of the Staffing Committee of the 7th of April.**

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

**(a) Councillor vacancy.**

No applications have been received, though the Clerk had sent out information to a resident who had expressed an interest.

**(b) Queens Platinum Jubilee**

The Chair gave details of events which will take place over the Bank Holiday weekend. Cllr Bramma updated the meeting with regards to the publicity. Cllr Crossley- Rudd said they she would contact the Community Champion of Tesco’s and take up the offer of donated items.

**(c) Swillington Sports and Social Club**

The Village Council has received a copy of the revised lease for the car park. The lease detailed a ten-year agreement with an increased rent of £100 per annum. **It was resolved that these terms were acceptable, and the Clerk would confirm this with the Solicitor.**

**22.43 To receive and consider any current planning proposals.**(**a) Planning Application 21/09732/FU 2 Swillington Lane**

This was not an application but an appeal regarding permitted development rights. **It was resolved that the Council had no objections.**

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

**a) April 2022 accounting statements have been reconciled to the Council bank statements and presented to the Council. The payments and budget were resolved.**

**b) The payments totalling £9,618.86 were agreed.**

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| --- | --- | --- |
| **Payee** | **Reason for expenditure** | **Amount** |
| **Associated Waste** | **Waste removal** | **£82.18** |
| **YLCA** | **Subscription** | **£772.00** |
| **Village Hall** | **Room hires** | **£37.50** |
| **HMRC** | **Tax and NI** | **£335.57** |
| **A. Fox Services** | **Village Hall grounds work** | **£670.00** |
| **Ilkley Floor Care** | **Village Hall floor work** | **£5,940.00** |
| **Diane Brown** | **Clerks’ expenses** | **£63.68** |
| **CISWO** | **Rent increase** | **£17.51** |
| **Virgin Bank** | **Bank charges** | **£11.90** |
| **Staff costs** | **Payroll** | **£1,475.06** |
| **Cllr Jacqui Smith** | **Bunting for the Jubilee** | **£127.50** |
| **Chris Knott** | **Allotment insurance** | **£85.96** |

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

There was none.

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

The next meeting of the Village Council will be on Tuesday the 7th of June. **The Chair stated that the August meeting of the Village Council could not take place as planned. It was resolved that the August Council meeting would be rescheduled to August the 16th.**

**Public Participation**

There were no matters raised and the meeting closed at 9.30 pm

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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