**APPENDIX A**

**Minutes of Swillington Village Annual Council meeting held on Tuesday the 16th of May 2023 at 7.30 pm.**

**Councillors in attendance** Cllrs Bramma (Chair), Knox, Fox, Crossley-Rudd, Howson, Musther, Cummings and Lewin. Village Clerk Diane Brown. There were 3 members of the public in attendance.

**Agenda**

The Chair welcomed everyone to the meeting.

**23.21 The election of the Chairman of the village Council and to receive the Chairman’s Declaration of Acceptance of Office. It was resolved to elect Cllr Bramma as Chairman and he signed the Chair’s declaration.**

**23.22 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.**

**23.23 Apologies**

None required.

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

None were received.

**23.25To identify any items for discussion that may require the exclusion of the press and public**.

There were none**.**

**23.26To approve the minutes of the Council Meeting of the 4th of April 2023.**

**It was resolved to approve the minutes of the 4th of April 2023.**

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

**Cllrs appointed to the Staffing Committee were Bramma, Knox and Lewin.**

**23.28 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) Allotments- It was resolved to elect Cllr Howson as the Allotments Representative.**

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

**(d) Playground- It was resolved to appoint Cllr Musther as the Playgrounds Representative.**

**(e) Speed Indicator Devices- It was resolved to appoint Cllr Fox as the SID representative though Cllr Musther stated that he would be interested in completing this task in the future.**

**(f) Defibrillators – It was resolved to appoint Cllr Lewin as the defibrillator representative.**

**23.29 To receive reports from**

**a) Local Community Policing Team**

A report had been received and distributed.

**b) Children’s Playground**

Cllr Bramma updated the Council with his visits of the regular playground inspections.

**c) Allotments Representative**

Cllr Howson stated that there may be scope for further plots at the Lane site which will be progressed.

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

Cllr Knox updated the meeting; the trolley has been ordered and theprojector has been installed. There have been management changes within the Village Hall Committee. The Village Hall Committee has had a good year financially and will look to completing budgeting in the current financial year.

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

Cllr Fox updated the meeting.

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

**h) April Delegated Expenditure**

There was none.

**23.30 Co-option of a Councillor – To consider and decide.**

**It was resolved to co-opt Harriet Sissons to the Village Council.**

**23.31 Revised Asset Register Information for 2022-23- to consider and decide.**

**It was resolved to accept the Asset Register.**

**23.32 Internal Audit Report- To consider and decide.**

The contents of the report were noted.

**23.33 Financial year 2022/23, 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 March 2023 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 2022/23**

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 2023 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 2023.**

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 5th of June to the 14th of July 2023.

**23.34 The continuance of the Power of Competence- To consider and decide.**

**As the Current clerk is qualified and 8 out of the 9 Cllrs had been elected it was resolved that the Power of Competence remains in place.**

**23.35 Swillington Trailer Hire - To consider and decide.**

**It was resolved to renew the lease and to appoint Gaffney’s as the acting solicitor.**

**23.36 Pension arrangements for the newly qualified Clerk – To consider and decide.**

The Council must comply with their legal duties and offer a pension to the new Clerk. There are deadlines to the process and the new Clerk had compiled a report on this matter for the Staffing Committee outlining its requirements It was agreed that the Local Government pension scheme sounded a better option than NEST. This matter will be progressed in liaison with the new Clerk and the Staffing Committee.

**23.37 Discuss/approve the new website and domain- To consider and decide.**

Cllr Knox updated the meeting regarding the process and costs.The clerk asked about thenew website with regards to the Local Council Award Scheme and was assured that all current information would be migrated to the new system**. It was resolved to accept Cllr Knox’s recommendations.**

**23.38 RSPB Stakeholder information - For information.**

Retired Cllr, Jacqui Smith updated the meeting and as a resident produce quarterly reports for the council to discuss.

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

**(a) Christmas Lighting**

Cllr Cummings updated the Council with the exciting developments for increased lighting throughout the year. An updated budget was agreed of £4k. Increased local resident engagement was discussed, and this will continue to be an agenda item.

**(b) Implications of the diseased tree**

Despite assurances from Leeds CC the Village Council consider that this tree is diseased and requires felling. A discussion took place as to the cost of a new Christmas tree. A resident stated that the tree had been planted there in memory of a local Ward Cllr and his widow had stated that she would help fund the cost of a replacement tree.

**(c) Bridleway footpath 16 gate**

There have been no developments and the Clerk will continue to chase.

**(d) Local Council Award Scheme**

The Clerk updated the meeting.

**(e) Defibrillator Swillington Common**

Cllr Lewin updated the meeting.

**(d) Purchase of a mobile phone and printer for the new Clerk.**

The Clerk updated the meeting.

**23.40 To receive and consider any current planning proposals.**None received.

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

**a) April 2023 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 £6,379.39 were agreed.**

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| --- | --- | --- |
| **Payee**  | **Reason for expenditure**  | **Amount**  |
| **Associated Waste**  | **Waste collection**  | **£78.82** |
| **The Face Paint Parlour**  | **Face painting coronation**  | **£160.00** |
| **YLCA** | **Subscription** | **£784.00** |
| **Cllrs**  | **Cllr reimbursements**  | **£105.05** |
| **Stocksigns** | **Keep tidy signage** | **£270.72** |
| **CISWO** | **Rent** | **£106.58** |
| **HMRC** | **Tax**  | **£402.50** |
| **Brian Lowe** | **weedkiller** | **£70.00** |
| **Virgin bank**  | **Charges** | **£13.10** |
| **Amazon/ Richer Sounds** | **Projector for Village Hall** | **£1,611.92** |
| **YLCA/SLCC** | **Training new Clerk** | **£194.00** |
| **Diane Brown**  | **Clerk’s expenses** | **£72.13** |
| **Faye Hazlehurst**  | **Internal Audit fee** | **£295.00** |
| **Grays**  | **Catering Coronation**  | **£330.00** |
| **Vinyl Banners**  | **Banners coronation** | **£57.89** |
| **Salaries** | **4 staff members** | **£1,827.68** |

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

The Clerk asked all Cllrs to keep up with training. Cllr Crossley- Rudd discussed a bench for a local resident and would look at its proposed location before discussing this further.

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

The next meeting of the Village Council will be on Tuesday the 6th of June. This part of the meeting closed at 8.45.

**Public Participation**

A resident stated that vegetation was hampering vision on Selby Road, this will be referred to Leeds CC Highways. There also an issue with a footpath on Wakefield Road.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Neil Bramma Chair Swillington Village Council

…*signed copy stored at the Village Hall*……. Date ………………………...