**Minutes of Swillington Village Council Annual Meeting of the Council held on Tuesday 6th May 2025 at** **7.00pm**

**In attendance:** Cllrs Knox (Chair), Fox, Lewin, McGreavey, Young and the Clerk Kate Goodare.

**Apologies:** Cllr Cummings

There were 5 members of the public in attendance.

1. **To elect a Chair of the Council.** – Cllr Jake Knox was elected as Chair and signed the Declaration of Acceptance of Office.
2. **To elect a Vice-Chair of the Council.** – Cllr Pete Young was elected as Vice-Chair and signed the Declaration of Acceptance of Office.
3. **To review and approve all minutes of ordinary meetings of the Council from April 2024-March 2025. –** The minutes from April 2024, May 2024, August 2024, September 2024, October 2024, and October 2024 were approved and signed. It was noted that March 2025 was already correct and signed. It was further noted that minutes were missing for June, July, November and December 2024, and February 2025. The Clerk has recently been provided with handwritten notes for December 2024 which will be minuted for approval at the Council’s ordinary meeting in June.
4. **To review the Council’s existing committees and working parties, and consider their continuation or closure:**

**4.1 Finance Committee – It was resolved** to close the committee.

**4.2 Staffing Committee – It was resolved** to retain the committee.

**4.3 Village Hall Management Committee – It was resolved** to retain the committee.

**4.4 Village Plan Working Party – It was resolved** to close the working party, and return to the Plan when Councillor numbers are higher.

**4.5 Community Emergency Plan Working Party – It was resolved** to retain the working party.

1. **To review the Terms of Reference for the Council’s committees and working parties:**

**5.1 Finance Committee –** These were not considered due to the resolution at 4.1.

**5.2 Staffing Committee –** These were approved with no amendments.

**5.3 Village Hall Management Committee -** These were approved with no amendments.

**5.4 Village Plan** – These were not considered due to the resolution at 4.4.

**5.5 Community Emergency Plan -** These were approved with no amendments.

1. **To appoint members to the Council’s committees and working parties:**

**6.1 Finance Committee (5 members) –** Members were not appointed due to the resolution at 4.1.

**6.2 Staffing Committee (4 members) – It was resolved** to appoint Cllrs Fox, Knox, Lewin and McGreavey.

**6.3 Village Hall Committee (min. 4 members including one Cllr) – It was resolved** to appoint Cllr McGreavey, Jacqui Smith, Margaret Best, Neil Bramma, and Sheila Bainbridge.

**6.5 Village Plan Working Party**  - Members were not appointed due to the resolution at 4.4.

**6.6 Community Emergency Plan Working Party – It was resolved** to appoint Cllrs Cummings and McGreavey.

1. **To appoint Councillor representatives for the following:**

**7.1 Allotments (1) – It was resolved** to appoint Cllr Young to continue this role.

**7.2 Defibrillators (1) – It was resolved** to appoint Cllr Cummings.

**7.3 Playground (1) – It was resolved** to appoint Cllr Lewin.

**7.4 SIDs (1) – It was resolved** to appoint Cllr Fox to continue this role.

**7.5 YLCA (2) – It was resolved** to appoint Cllrs Knox and McGreavey.

**7.6 Footpaths (1) –** No councillor felt they had the time to commit to the role and **it was resolved** that a resident volunteering to undertake regular visual checks of the footpaths and report to the Council should be contacted by the Clerk.

1. **To review the Council’s Standing Orders and approve –** These were approved.
2. **To review the Council’s Financial Regulations and approve –** These were approved.
3. **To review the asset and risk registers and approve –** It was noted that the asset register is incomplete for the 2024/25 period but this will be updated now the Clerk has access to the banking system and presented to the Council again at their ordinary meeting in June; it was otherwise approved. The risk register was approved.
4. **To review the Council’s sub-lease of the former scout hut –** The Clerk updated the meeting; the Council is currently waiting on CISWO approval of the rent review conducted with the Council’s tenant.
5. **To review the insurance cover and approve it is appropriate in respect of all insurable risks –** This was approved.
6. **To review the Council’s and its staff’s subscriptions to other bodies, including:**

**13.1 YLCA** – This was approved.

**13.2 SLCC –** This was approved.

**13.3 National Allotment Society –** This was approved.

1. **To review the Council’s complaints procedure –** These were approved with no amendments.

14.1 Complaints Policy V2 (October 2023)

14.2 Persistent or Vexatious Complaints Policy V2 (October 2023)

1. **To review the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, including: -** These were approved with no amendments

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*

1. **Review of the Council’s policies for dealing with the press and media, including: -** These were approved with no amendments.

16.1 Press & Media Policy V1 (July 2023) - *no change*

16.2 Social Media & Electronic Communications Policy V1 (July 2023) - *no change*

1. **Review of the Council’s employment policies and procedures, including:** - These were approved with no amendments.

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*

1. **To confirm the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council** – these were confirmed to start at 7.30pm with a public session from 7.15pm on the following dates:
 Tuesday 3rd June 2025
 Tuesday 1st July 2025
 *\*No meeting in August\**
 Tuesday 2nd September 2025
 Tuesday 7th October 2025
 Tuesday 4th November 2025
 Tuesday 2nd December 2025
 Tuesday 6th January 2026
 Tuesday 3rd February 2026
 Tuesday 3rd March 2026
 Tuesday 7th April 2026
 Tuesday 5th May 2026 *(please note the public session will follow this meeting)*

 The next Annual Meeting of the Council will be held at 7pm on Tuesday, 5th May 2026.

Chair:

Signed:

Date: