

# SWYNNERTON PARISH COUNCIL

## NOTICE OF MEETING

Thursday 18<sup>th</sup> May 2023

I hereby give notice that the **Swynnerton Annual Parish Meeting** will take place on THURSDAY 18th MAY 2023 at Swynnerton Village Hall at **7.00pm**.

*Please note the slightly earlier time of the meeting*



Lucy Davies

Parish Clerk

Tel: 07811 375623

Date of notice: 5 May 2023

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1. Welcome from Swynnerton Parish Council Chairman
2. Minutes of the Annual Parish Meeting held on 26 May 2022
3. Receive the Annual Report of the Parish Council
4. Receive the report of the Planning Committee
5. Receive the Financial Report for the Year ending 31 March 2023
6. Receive the attendance Record of the Parish Council Members 2022/23
7. Any local issues to be raised
8. The date of the next Annual Parish Meeting is provisionally set for 23rd May 2024

# SWYNNERTON PARISH COUNCIL

## NOTICE OF MEETING

Thursday 18<sup>th</sup> May 2023

I hereby give notice that the **Annual Meeting of the Parish Council** will take place on THURSDAY 18th MAY 2023 at Swynnerton Village Hall at **7.00pm**, after the Annual Parish Meeting.

*Please note the slightly earlier time of the meeting*



Lucy Davies

Parish Clerk

Tel: 07811 375623

Date of notice: 12 May 2023

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9. Election of Chairman for the Parish Council
10. Election of the Vice-Chairman for the Parish Council
11. Apologies received – acceptance and recording of apologies
12. Record declarations of interest from Councillors, to consider written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011)
13. To approve the Minutes of the Annual Parish Meeting held on 26 May 2022
14. Consider co-option of new Members onto the Parish Council
15. Appointment of members to the Planning Committee and to consider the terms of reference for the Planning Committee.
16. Financial Matters:
  - 16.1. Receive section 137 report 31 March 2023
  - 16.2. Receive the Annual Governance and Accountability Return 2022/23 report
  - 16.3. Receive the governance statements on Annual Return for financial year ending 31 March 2023
  - 16.4. Receive the accounting statements on Annual Return for financial year ending 31 March 20223
17. Review the Parish Council's risk assessment
18. Receive the Standing Orders and Financial Regulations Review report
19. Review and adopt the Code of Conduct and data protection policies
20. The date of the next Annual Meeting of the Parish Council is provisionally set for 23rd May 2024

# SWYNNERTON PARISH COUNCIL

## NOTICE OF MEETING

**Thursday 18<sup>th</sup> May 2023**

I hereby give notice that a Meeting of the Swynnerton Parish Council will take place on THURSDAY 18 MAY 2023 at Swynnerton Village Hall at 7.00pm, commencing after the Annual Parish Meeting and the Annual Meeting of the Parish Council. Members are asked to inform the Clerk if they are unable to attend.



Lucy Davies  
Parish Clerk  
Tel: 07811 375623

Date of notice: 12 May 2023

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### AGENDA

#### PUBLIC QUESTION TIME

1. Welcome, and introduction by the Chairman
2. Consider matters raised by members of the public
3. Receive reports from Staffordshire County Councillor and Stafford Borough Councillors
4. Close of Public Question Time

#### PARISH COUNCIL MEETING

1. Apologies for absence received - acceptance and recording of apologies
2. Record declarations of interest from Councillors, to consider written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011)
3. Approval of the minutes of the Parish Council meeting held on Thursday 27<sup>th</sup> April 2023
4. Discuss matters arising from the minutes not covered later in the Agenda
5. Review the planning committee observations
6. Receive the Clerk's report – correspondence received and progress report on matters not on the agenda
7. Financial matters
  - 7.1. Review and approval of payments
  - 7.2. Receive and approve financial statements and bank reconciliation to 30 April 2023
  - 7.3. Consider quotes for Parish Council Insurance and approve payment
8. Discuss replacement of matting at Tittensor play area
9. Receive quotes for repair of bus shelters on A34, Tittensor
10. Provide details of training courses for new councillors
11. Receive updated quote for playground equipment from Wickstead
12. The next Swynnerton Parish Council Meeting will be on Thursday 22<sup>nd</sup> June 2023, 7.15pm at Hanchurch Village Hall.