

MINUTES OF THE ANNUAL MEETING OF SWYNNERTON PARISH COUNCIL

Held on Thursday, 18 May 2023 at Swynnerton Village Hall

Councillors in attendance: Cllr Roy James (Chairman)

Cllr Enrique Mateu, Cllr Dee Bishop, Cllr T Love, Cllr P Marsh, Cllr P Cheadle

Stafford Borough Council: Cllr Roy James

Stafford County Council: Cllr Jeremy Pert

In attendance: Lucy Davies, Parish Clerk. Three residents from the Parish

Apologies received – Cllr Nicky Adams

1. Election of Chairman for the Parish Council

It was proposed, seconded and AGREED that Cllr R James be elected Chair for the coming year. Cllr R James duly signed the Declaration of Acceptance of Office of Chair.

2. Election of Vice-Chairman for the Parish Council

It was proposed, seconded and AGREED that Cllr D Bishop be elected as Vice Chair. Cllr D Bishop duly signed the Declaration of Acceptance of Office of Vice Chairman.

3. Apologies received – acceptance and recording of apologies

Apologies were received and accepted from Cllr N Adams

4. 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)

No declarations of interests were received.

5. To approve the Minutes of the Annual Meeting held on 26 May 2022

The minutes of the Annual Meeting held on 26 May 2022 were considered APPROVED and duly signed as a correct record of the meeting.

6. Consider co-option of new members onto the Parish Council

It was proposed, seconded and AGREED that Mrs P Cheadle be co-opted onto the Parish Council.

7. Appointment of members to the Planning Committee and to consider the terms of reference for the Planning Committee

7.1. It was agreed that Cllr N Adams, Cllr P Marsh and Cllr D Bishop be appointed as members of the planning Committee.

7.2. The terms of reference for the Planning Committee were considered and it was AGREED that they should be adopted.

8. Financial Matters:

8.1. Receive section 137 report 31 March 2023

The section 137 report was considered and the limit for section 137 spend noted.

Date.....

Signed by
Chairman

8.2. Receive the Annual Governance and Accountability Return 2022/23 report

8.2.1.The Annual Governance and Accountability Return report was considered.

8.2.2.It was noted that the internal auditor had signed the Annual Internal Audit Report of the AGAR stating that all internal control objectives had been met. It was AGREED to appoint Mrs K Squires as internal auditor for the coming year.

8.3. Receive the governance statement of the Annual Return for financial year ending 31 March 2023

The Parish Council APPROVED the Annual Governance Statement for 2022/23 and authorised the Chairman to sign section 1 of the Annual Governance and Accountability Return accordingly, which he duly did.

8.4. Receive the accounting Statements of the Annual Return for the financial year ending 31 March 2023

8.4.1.The Parish Council APPROVED the Accounting Statement for 2022/23 and authorised the Chairman to sign section 2 of the Annual Governance and Accountability Return accordingly, which he duly did.

8.4.2.The Parish Council reviewed the end of year Bank Reconciliation and authorised the Chairman to sign it, which he duly did.

8.4.3.The Parish Council reviewed the Schedule of Significant Variances and duly AGREED it.

8.4.4.The Parish Council reviewed all of the Earmarked Reserves held by the Parish Council and duly AGREED them.

8.4.5.The Parish Council reviewed the commencement dates for the exercise of public rights.

8.4.6.The Parish Council reviewed the schedule of assets as at 31 March 2023.

9. Review of Parish Council's risk assessment

9.1. The Parish Council's Risk assessment was reviewed by the meeting.

9.2. Risks to be monitored by the Clerk on an ongoing basis and brought back to the Parish Council as necessary. **Clerk to arrange.**

9.3. Risk Assessment to remain as a standing item at the APA regardless of the above. Clerk to arrange.

10. Receive the Standing Orders and Financial Regulations Review report

10.1. The Standing Orders and Financial Regulations Review report was received and considered by the meeting.

10.2. It was AGREED to adopt the Standing Orders and Financial Regulations as set out in the report.

10.3. The report of regular payments and direct debits was received and it was AGREED to accept the list of regular payments and direct debits as set out in the report.

Date.....

Signed by
Chairman

11. Review and adopt the Code of Conduct and data protection policies

11.1. The Parish Council's code of conduct report was considered.

11.2. It was AGREED to adopt the code of conduct as set out in the report.

11.3. The report of the clerk for the Parish Council's data protection policies was considered.

11.4. It was AGREED to adopt the policies as set out in the report.

12. The date and time of the next Annual Meeting of the Parish Council is provisionally set for 23 May 2024

13. There being no further matters, the Chair closed the meeting.

Date.....

Signed by
Chairman