

MINUTES OF THE ANNUAL MEETING OF SWYNNERTON PARISH COUNCIL

Held on Thursday, 21 May 2026 at Swynnerton Village Hall

Councillors in attendance: Cllr Roy James (Chairman)

Cllr Dee Bishop, Cllr P Marsh, Cllr P Cheadle, Cllr J Deaville

Stafford Borough Council: Cllr Roy James

Stafford County Council: None

In attendance: Lucy Davies, Parish Clerk. 2 x Residents from the Parish

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.

2. Election of Vice-Chairman for the Parish Council

It was proposed, seconded and AGREED that Cllr D Bishop be elected as Vice Chair.

3. Apologies received – acceptance and recording of apologies

Apologies were received from Cllr T Love.

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)

Cllr R James, Cllr D Bishop and Cllr P Cheadle declared that they were trustees of Swynnerton Village Hall.

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

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

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

6. Financial Matters:

6.1. Receive section 137 report 31 March 2026

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

6.2. Receive the Annual Governance and Accountability Return 2025/26 report

6.2.1. The Annual Governance and Accountability Return report was considered. The inclusion of assertion 10 was discussed and noted.

6.2.2. 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.

6.2.3. It was AGREED to appoint Mrs K Squires as internal auditor for the coming year.

Date.....

Signed by
Chairman

6.3. Receive the governance statement of the Annual Return for financial year ending 31 March 2026

6.3.1. The Parish Council APPROVED the Annual Governance Statement for 2025/26 and authorised the Chairman to sign section 1 of the Annual Governance and Accountability Return accordingly, which he duly did.

6.4. Receive the accounting Statements of the Annual Return for the financial year ending 31 March 2026

6.4.1. The Parish Council APPROVED the Accounting Statement for 2025/26 and authorised the Chairman to sign section 2 of the Annual Governance and Accountability Return accordingly, which he duly did.

6.4.2. The Parish Council reviewed the end of year Bank Reconciliation and AGREED it.

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

6.4.4. The Parish Council reviewed the General reserves schedule and AGREED it.

6.4.5. The Parish Council noted the commencement dates for the exercise of public rights.

6.4.6. The Parish Council reviewed the schedule of assets as at 31 March 2026.

7. Review of Parish Council's risk assessment

7.1. The Parish Council's Risk assessment was reviewed by the meeting and it was AGREED to adopt it.

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

7.3. Risk Assessment to remain as a standing item at the Annual Meeting of the regardless of the above. **Clerk to arrange.**

8. Receive the Standing Orders and Financial Regulations Review report

8.1. The Standing Orders and Financial Regulations Review report was received and considered by the meeting. No amendments were proposed to the documents.

8.2. 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.

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

9.1. The code of conduct, the privacy policy, the IT policy, retention of documents and records policy and the data protection and transparency policy.

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

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

Date.....

Signed by
Chairman

10. The date and time of the next Annual Meeting of the Parish Council is provisionally set for **20 May 2027**

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

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Date.....

Signed by
Chairman