**Swerford Parish Council**

**Annual Parish Council Committee Meeting**

**Tuesday 4 May 2021 at 19:30 hrs**

**Virtual Meeting**

**AGENDA**

1. At, or before, the start of the meeting:
   * the **appointment of the Parish Council Chairman** for the year.
   * **appointment of a Vice Chairman.**

Both to complete a new Declaration of Acceptance of Office.

1. **Declarations of Interest (**in respect of meeting subjects likely to arise).
2. **Apologies for absence.**
3. **Approval of minutes** from Council meeting of 11th February 2021.
4. **Matters arising**:
   * The **Register of Assets and Register of Title Deeds** have been updated. To be formally noted.
   * **The Annual Risk Assessment** was updated and circulated on 23FEB21. To be formally noted and approved.
   * The listing of **stone stiles.**
5. **Financial update:**
   * Approval of Annual Accounts to 31MAR21.
6. **Planning Applications:**
   * **Received since last meeting**:
     1. 21/00673/HHD. Retreat Cottage. No Objection (9MAR21).

* **Infringements reported.**

1. **Financial Governance:**
   * The **Internal Audit** will commence on receipt by the Internal Auditor of approved accounts. In liaison with the RFO and Chairman, the Audit Report and response must be completed and signed-off no later than 30JUN21. The Council will be presented with full details for noting and comment at the meeting following completion.
   * The **Annual Governance and Accountability Return** (AGAR) must be completed no later than 30JUN21. This is managed by the RFO and the Chairman, with sign-off by the Clerk, within a detailed process laid down by External Auditors and government regulation. The process includes the **Exercise of Public Rights**, the public Notice required to be made for 30 consecutive working days, including the first 10 working days of July.
   * to note for S 137 purposes that the current Swerford electorate stands at 120 with a rated allowance of £8.32 per head.
2. **General Governance:**
   * the setting of Council meetings over the next twelve months.
3. **Insurance:**
   * Expires 31MAY21. Our broker, Came and Co, will obtain quotes from three groups: Ecclesiastical, Hiscox and Pen Underwriting via AXA. Authority to be given to the Chair and Clerk to finalise and report back to the next Council for ratification.
4. **Any other business:**
   * The **Annual Parish Assembly** and follow-up to the Chairman’s recent circular to the village.
   * **Village Hall.**
   * **Playing Fields.**
   * **Community Emergency Plan.**

The following general matters will be taken forward in due course:

* + **Playing Fields:** a working party to clean the area.
  + **Swerford Charity.** Swerford PC Standing Orders note that according to Charity Law, having nominated a Trustee, an obligation exists to receive an annual report of activity together with Accounts.
  + **CPR training** originally targeted for JUL20.
  + Location of a new **Chapel End tree.**
  + The issue of ‘dog friendly’ **stiles.**
  + Re-institution of a village **‘Welcome Pack’** - volunteers needed!
  + Road **Warning signs** on Chapel Hill.

**All members of the public are welcome to attend, please forward any desired Agenda items to William Haddon** [**(SwerfordParishClerk@gmail.com**](mailto:(SwerfordParishClerk@gmail.com)**) or telephone 730769 by close of business on Thursday 29th April 2021.**