**Swerford Parish Council**

**Parish Council Committee Meeting**

**Thursday 15th February 2024 at 19:30 hrs**

**Swerford Village Hall**

**AGENDA**

1. **Declarations of Interest.**
2. **Apologies for absence.**
3. **Code of Conduct.**
4. **Approval of minutes:**

Annual Parish Council Meeting minutes of 22 November 2023

1. **Matters arising:**
	1. New 20MPH limit; update from Nick.
	2. Defibrillator- the issue of guardianship, maintenance and management of the machine outside the village hall, as well as a possible new machine in Chapel End: Claire Field has kindly offered to be guardian. It was agreed Nick was to contact Claire.
	3. The dangerous corner- an update from Nick.
	4. An email received from a resident of the village stating the following footpaths are very overgrown; footpath leading down from the post box past Lansdown Cottage and the footpath opposite the gates of Swerford park. It was agreed to defer this until spring.
	5. Website; to discuss the upkeep of the village website.
2. **Financial Governance:**
	1. An up-to-date statement of receipts and payments, actual versus forecast, together with a summary of balances held to be noted.
	2. A list of payments made since 22 November (the last meeting): to be ratified.
	3. To note the quarterly reconciliation of bank statements as at 31DEC23 and minute accordingly.
	4. Internal audit letter of engagement to be signed.
3. **General Governance:**

 Items which are scheduled for review:

* 1. Register of Assets.
	2. Retention of Records.
1. **Planning Applications:**

 The following applications were received and responded to:

* 1. None.
1. **Playground**
	1. An update.
	2. To confirm that monthly visual checks (required for insurance purposes), are being made.
2. **Village Hall**
	1. A brief update.
	2. Allocation of responsibilities between Swerford Parish Council and The Village Hall Committee to be discussed.
3. **Swerford Charity**
	1. An update.
4. **Any Other Business**
	1. Annual community emergency plan survey to complete
	2. GDPR consent form to complete.

Jarvis Morley, Parish Clerk 9 February 2024