**Annual Swerford Parish Council Meeting**

**Wednesday 18th Sepember at 7.30pm**

**Swerford Village Hall**

**AGENDA**

1. **Declarations of Interest**
2. **Apologies for absence**
3. **Code of Conduct to be noted**
4. **Election of Chair**
5. **Approval and Signing of Minutes by Chair**

Parish Council Meeting Minutes 14th August 2024

NB All past signed paper copies of minutes to be given to the clerk for storing

**Action Nick**

1. **Matters arising from last minutes**
2. **Co-option of new Councillor**

Consideration of the appointment of a new Councillor.

Declaration of Acceptance of Office to be sent to new councillor if agreement reached

**Action Jill**

WODC to be advised

**Action Jill**

1. **Financial Governance:**

Agreement on the appointment of a new Responsible Finance Officer

Note outstanding matters waiting for the appointment of the RFO

* Presentation of Audited accounts for 2023 - 24
* Last Quartely Bank reconciliation
* List of spends in this financial year
* Bank signatories review
* Internal Audit Effectiveness review
* Register of Assets review
* Approval of our Publication scheme review
* New NALC Financial Regulations to be adopted in 2024
* Appointment of our Internal Auditor for 2025
* **Budget Forecasts to be drafted ready for November meeting**

**Action All councillors and RFO**

**OALC fees for 2025**

Note OALC fees will rise to £180 +vat next year

1. **Planning Applications**

No planning applictions have been received since the last Parish Council Meeting

1. **Insurance**

Update from Roger if needed??

1. **Trees on Parish Council land**

Plans for inspection and tree management plans

Request from Deborah and David at Old Chapel to replace the Hawthorne removed last year

1. **Playground**

Decision on remedial works required on the playground and closure of playground over winter/ until work has been carried out.

Decision on funding.

1. **Remberance Sunday**
2. **Winter Preparedness**

Salt Bins

1. **Stiles and Pathways Review**
2. **AOB -** No decisions may be made under AOB

Emergency contact list reminder:

Reminder Emails from those who would like to be on an emergency contact list have been forwarded to the clerk and then onto Sarah Heath. There is still time for others to add their email address. Please send to [Swerfordparishclerk@hotmail.com](mailto:Swerfordparishclerk@hotmail.com)

**Jillian Tinsley -Clerk to Swerford Parish Council**