

# GREAT DAWLEY PARISH COUNCIL



Great Dawley Parish Council  
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## Minutes of the Annual Meeting of Great Dawley Parish Council held on Thursday 19 May 2011, at 18:30 at Dawley House

PRESENT:

Councillors:

Athersmith, Bould, Davies, B Duce, P Duce, Elliot, Glass-McMillan, Holmes, Sahota, Salter & Sekhon

STAFF:

D Griffiths, Clerk

**2011/  
087/00**     **Agenda Item 1 – Election of Chair for the year 2011 / 2012.**

**RESOLVED** that Councillor Davies be elected as Chairman of the Parish Council for the year 2011/ 2012.

**2011/  
088/00**     **Agenda Item 2 – Chairman – Declaration of Acceptance of Office of Councillor.**

Not required. Councillor Davies signed the declaration on 9 May 2011.

**2011/  
089/00**     **Agenda Item 3 – Chairman – Declaration of Acceptance of Office of Chairman.**

Councillor Davies made his Declaration of Acceptance of Office of Chairman.

**2011/  
090/00**     **Agenda Item 4 – Chairman's Remarks & Welcome.**

The Chairman thanked his fellow members for electing him into the Chair.

The Chairman commented that the Council in the previous year had introduced new services and protected much valued services.

The Chairman commented that clearly the Labour Party were now in control of the Parish Council , however it should not become complacent, it should continue to create new and fresh ideas, and it should never forget the electorate.

The Chairman stated that his priorities were:

- to look at ways of creating youth provision,
- to enhance the environmental service particularly in relation to the problem of litter, and
- to continue to strive to seek value for money.

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- 2011/091/00**      **Agenda Item 5 – Election of Vice-Chairman.**  
**RESOLVED** that Councillor Duce be elected as Vice-Chairman of the Parish Council for the year 2011/ 2012.
- 2011/092/00**      **Agenda Item 6 – Apologies for Absence.**  
**RESOLVED** that the Council accept the apologies for Councillor Downing.
- 2011/093/00**      **Agenda Item 7 – All Members - Declaration of Acceptance of Office of Councillor.**  
Not required. All Councillors signed the declaration on 9 May 2011.
- 2011/094/00**      **Agenda Item 8 – Code of Conduct.**  
The Chairman advised it was necessary for the members to abide by the Code. If any advice was required by newly elected members they can approach longer serving Councillors or the Clerk.
- 2011/095/00**      **Agenda Item 9 – The Ethical Framework.**  
The Chairman advised that to be able to attain Quality Status a Parish Council must provide evidence that it has adopted a local Code of Conduct (as opposed to the code being applied in the absence of adoption).
- 2011/096/00**      **Agenda Item 10 – Register of Members’ Interests.**  
The Clerk advised that three Councillors were still to provide a Register of Members’ Interests.
- 2011/097/00**      **Agenda Item 11 – Declaration of Interests, Gifts and Hospitality.**  
None.
- 2011/098/00**      **Agenda Item 12 – Minutes.**  
**RESOLVED** that the Council instruct the Chairman to sign the Minutes of the meeting held on 28 April 2011 as a true and accurate record.
- 2011/099/00**      **Agenda Item 13 – Committee Minutes.**  
The Chairman advised that the Council was to receive the Committee Minutes as information. The Council received the minutes of the following Committee Meetings:
- |   |               |
|---|---------------|
| Planning & Environment Committee          | 14 April 2011 |
| Policy, Finance & Entertainment Committee | 28 April 2011 |
- 2011/100/00**      **Agenda Item 14 – Review of Delegation Arrangements and Terms of Reference for Committees.**  
**RESOLVED** that the Council delegate the Policy & Finance Committee to consider the delegation arrangements and terms of reference for committees.

**2011/101/00** **Agenda Item 15 – Appointment of committees and members of committees.** The Chairman and Vice-Chairman are ex-officio members of all committees and can attend as voting members. Each committee to elect a Chairman and Vice-Chairman at the first meeting.

**2011/101/01** **RESOLVED** that the Council separate the Policy, Finance & Entertainment Committee into two committees: the Policy & Finance Committee and the Entertainment Committee.

**2011/101/02** Policy & Finance Committee: Total membership – 9 Quorum 3.

**RESOLVED** that the Council elect the following members to the Policy & Finance Committee

- Councillor Athersmith
- Councillor Bould
- Councillor Downing
- Councillor B Duce
- Councillor P Duce
- Councillor Elliot
- Councillor Glass-McMillan
- Councillor Salter
- Councillor Sekhon

**2011/101/03** Entertainment Committee: Total membership – 9 Quorum 3.

**RESOLVED** that the Council elect the following members to the Entertainment Committee:

- Councillor Athersmith
- Councillor Bould
- Councillor Downing
- Councillor B Duce
- Councillor P Duce
- Councillor Sahota
- Councillor Sekhon
- 1 x Vacancy

**2011/101/04** Planning & Environment Committee: Total membership – 6 Quorum 3.

**RESOLVED** that the Council elect the following members to the Planning & Environment Committee:

- Councillor Elliot
- Councillor Holmes
- Councillor Glass-McMillan
- Councillor Salter
- 2 x Vacancies

**2011/101/05** Personnel Committee: Total membership – 5 Quorum 3.

**RESOLVED** that the Council elect the following members to the Personnel Committee:

- Councillor Bould
- Councillor B Duce
- Councillor P Duce
- Councillor Elliot
- Councillor Salter

**2011/101/06** **RESOLVED** that the Council change the Parish Plans & Editorial Working Group to a Committee.

**2011/101/07** Parish Plans & Editorial Committee. Total membership – 5 Quorum 3.

**RESOLVED** that the Council elect the following members to the Policy & Finance Committee:

- Councillor Davies
- Councillor B Duce
- Councillor Elliot
- Councillor Glass-McMillan
- Councillor Sahota

**2011/102/00** **Agenda Item 16 – Standing Orders and Financial Regulations.**

**RESOLVED** that the Council adopt Standing Orders with a revision to paragraph 31.b. The word ‘permanently’ has been removed as per the recommendation from the National Association of Local Councils.

**2011/102/01** **RESOLVED** that the Council adopt Financial Regulations. The Council delegates the Policy & Finance Committee to provide a recommendation when the new Model Financial Regulations are available from the National Association of Local Councils.

**2011/103/00** **Agenda Item 17 – Review of Parish Charter.**

**RESOLVED** that the Council adopt the current Parish Charter. The Council delegates the Policy & Finance Committee to provide a recommendation when the Borough Council has revised the existing Charter.

**2011/104/00** **Agenda Item 18 – Appointment of parish council representative on outside bodies.**

Organisation

Wrekin Area Committee (SALC)

Wrekin Sports Advisory Committee

Representative(s)

Chairman

Cllr Elliott

<u>Organisation</u>	<u>Representative(s)</u>
Locality Management Central Cluster Meeting. Previously Dawley Malinslee Partnership. To include Community Safety Meetings.	Chairman
Telford & Wrekin Crime Prevention	Cllr Glass-McMillan
Castle Lodge	Cllr Bould
Bus Users Group (it is requested that Bus users are nominated – two per parish council	Cllr Salter
Rights of Way NTP3 (2 nominations)	Cllr Salter
Police Community Consultative Group	Cllr Elliott and Cllr Glass-McMillan
Dawley Regeneration Partnership	Cllr Bould and Cllr B Duce
Friends of Dawley Park	Cllr Bould
National Association of Councillors (NAC)	Delegated Authority was given to the Chair and the Clerk to review notice of meetings and agenda items

**2011/105/00 Agenda Item 19 – Power of Well Being.**

The Chairman commented that at present the Council is not eligible to exercise the Power of Well Being until the required training is undertaken.

**2011/106/00 Agenda Item 20 – Review of Assets.**

The Clerk briefed the Council on the contents of the current Asset Register, including the replacement of x2 bus shelters (as per a previous resolution of the Council), the procurement of a PC (as per a previous resolution of the Council) and the requirement to write-off some fencing.

**RESOLVED** that the Council write off the fencing and instruct the Chairman to sign the Asset Register as at 19 May 2011.

**2011/107/00 Agenda Item 21 – Review of Insurance Cover.**

**RESOLVED** that the Council agreed with the review of the Council's Insurance as per the Policy & Finance Committee meeting held on 17 February 2011, and that the Insurance is renewed with effect 1<sup>st</sup> June.

**2011/108/00 Agenda Item 22 – Membership to other bodies.**

**RESOLVED** that the Council noted the resolution of the Policy & Finance Committee meeting held on 17 February 2011 to renew its subscription to both the County Association and the National Association of Local Councils, and agreed to renew the Local Council Review subscription, National Association of Councillors membership and subscriptions for the Clerk, the Assistant to the Clerk and the Parish Warden to the Society of Local Council Clerks.

**2011/109/00 Agenda Item 23 – Review the Complaints Procedure.**

**RESOLVED** that the Council delegate the Policy & Finance Committee to consider a review of the Complaints Procedure.

**2011/110/00 Agenda Item 24 – Review the Publication Scheme.**

**RESOLVED** that the Council delegate the Policy & Finance Committee to consider a review of the Publication Scheme.

**2011/111/00 Agenda Item 25 – Review the Communication Policy.**

**RESOLVED** that the Council delegate the Policy & Finance Committee to consider a review of the Communications Policy.

**2011/112/00 Agenda Item 26 – Dates of Parish Council meetings and committee meetings.**

**RESOLVED** that the Council schedule the dates below for meetings of the Council , Policy & Finance Committee and the Planning & Environment Committee at 18:30 at Dawley House:

<b>Day</b>	<b>Date</b>	<b>Meeting</b>
Thu	09 June 2011	Planning & Environment Committee
Mon	20 June 2011	Policy, Finance & Entertainment Committee
Thu	30 June 2011	Ordinary Council
Thu	14 July 2011	Planning & Environment Committee
Thu	21 July 2011	Policy, Finance & Entertainment Committee
Thu	08 September 2011	Planning & Environment Committee
Thu	29 September 2011	Ordinary Council
Thu	13 October 2011	Planning & Environment Committee
Thu	20 October 2011	Policy, Finance & Entertainment Committee
Thu	10 November 2011	Planning & Environment Committee
Thu	24 November 2011	Ordinary Council
Thu	08 December 2011	Planning & Environment Committee
Mon	12 December 2011	Policy, Finance & Entertainment Committee
Thu	12 January 2012	Planning & Environment Committee
Mon	16 January 2012	Ordinary Council
Thu	09 February 2012	Planning & Environment Committee
Thu	23 February 2012	Policy, Finance & Entertainment Committee
Thu	08 March 2012	Planning & Environment Committee
Thu	29 March 2012	Ordinary Council
Thu	12 April 2012	Planning & Environment Committee
Thu	19 April 2012	Policy, Finance & Entertainment Committee
Thu	03 May 2012	<b>Annual Council Meeting</b>
Thu	10 May 2012	Planning & Environment Committee
Thu	31 May 2012	Ordinary Committee

Meetings of the Personnel Committee and the Parish Plans & Editorial Committee will be held as required.

**2011/  
113/00**      **Agenda Item 27 – Parish Council Vacancies.**

**RESOLVED** that the Council advertise the vacancies for Councillors for the Dawley Ward of the Parish. The Co-option of Councillors will take place at the meeting to be held at Dawley House on 30<sup>th</sup> June 2011. The deadline for candidate submissions to be noon 29<sup>th</sup> June 2011, submissions to be sent to the Clerk, c/o Dawley House.

**2011/  
114/00**      **Agenda Item 28 – Procedure for Co-Option.**

**RESOLVED** that the Council delegate the Policy & Finance Committee to finalise a Co-option Policy at the meeting to be held on Monday 20<sup>th</sup> June 2011 at Dawley House at 18:30.

**2011/  
115/00**      **Agenda Item 29 – Members Allowances.**

All twelve Councillors confirmed that they would take the Parish Councillor Allowance. The Clerk advised that the required paperwork to with bank details is to be provided to the Clerk by 27<sup>th</sup> May 2011.

**2011/  
115/01**      **RESOLVED** that the Council pay 8/31 of the Parish Councillor Allowance to those Councillors who were receiving the Parish Councillor Allowance during 2010 / 2011 and 23/31 to all newly elected Councillors for the month of May.

**2011/  
116/00**      **Agenda Item 30 – Dawley Regeneration Partnership – Vision.**

**RESOLVED** that the Council delegate the Policy & Finance Committee to consider the working relationship with the Dawley Regeneration Partnership and how the Parish Council could support the Vision of the Dawley Regeneration Partnership.

**The meeting closed at 20:21**

**Signed:**

**Dated:**