

# GREAT DAWLEY PARISH COUNCIL



Great Dawley Parish Council  
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## Minutes of the Annual Meeting of Great Dawley Parish Council held on 14 May 2012, at 18:30 at Dawley House.

**PRESENT Councillors:**

Athersmith, Bould, Choudhary, B Duce, P Duce, Elliott, McMillan, Pinter, Salter, Sahota and Turley.

**Staff:**

D Griffiths (Clerk) & C Gregory (Finance Officer)

**Public:**

1 x Member of the Press

2012/  
001/00 **Election of Chair for the year 2012 / 2013.**

**RESOLVED** that Councillor B Duce be elected as the Chair of the Parish Council for the year 2012 / 2013.

2012/  
002/00 **Chair – Declaration of acceptance of office of Chair.**

Councillor B Duce made his Declaration of Acceptance of Office of Chairman.

2012/  
003/00 **Chair's remarks & welcome.**

Councillor B Duce thanked members for his election for a second year.

2012/  
004/00 **Election of Vice-Chair.**

**RESOLVED** that Councillor Salter be elected as the Vice-Chair of the Parish Council for the year 2012 / 2013.

2012/  
005/00 **Apologies for absence.**

**RESOLVED** that the Council accept the apologies and reasons for absence from Councillors:

Davies and Sekhon.

2012/  
006/00 **Code of Conduct.**

The Chair explained the recent changes in legislation. It is hoped that the Parish Council will adopt the Borough of Telford & Wrekin Council's model.

2012/  
007/00 **The Ethical Framework.**

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).

- 2012/  
008/00 **Register of Members' Interests.**  
None were provided.
- 2012/  
009/00 **Declaration of Interests, Gifts and Hospitality.**  
None were provided.
- 2012/  
010/00 **Minutes.**  
**RESOLVED** that the Council instruct the Chair to sign the minutes of the meeting held on 26 March 2012 as a true record.
- 2012/  
011/00 **Committee minutes.**  
The Council received the following committee meeting minutes as information:  

Planning & Environment Committee	12 April 2012
Policy & Finance Committee	28 April 2012

The Clerk explained that the minutes for the following committee meeting would be provided to the next Council meeting for information:

Planning & Environment Committee	10 May 2012
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- 2012/  
012/00 **Review of delegation arrangements and terms of reference for committees.**  
**RESOLVED** that the Council accept delegation arrangements and terms of reference for committees as provided with the agenda.
- 2012/  
013/00 **Appointment of committees and members of committees.**  
The Chair commented that both the Chair of the Council and the Vice-Chair of the Council are ex-officio members of each committee. Although they do not need to be elected as a serving member of the committee, they are permitted to attend any or all of the meetings and will be entitled to vote.  
  
Councillors debated the merits of allowing Councillors to participate in Committee meetings. Councillor Choudhary made comments on the ability of Councillors to attend meetings. Councillors McMillan, Bould, P Duce, B Duce and Salter all commented on reasons for being unable to attend a meeting.
- 2012/  
013/01 Executive Committee: Total membership – 9 Quorum 3.  
**RESOLVED** that the Council elect the following members to the Executive Committee:
- Councillor Athersmith
  - Councillor Bould
  - Councillor Choudhary
  - Councillor Davies
  - Councillor Downing
  - Councillor P Duce
  - Councillor Elliott
  - Councillor Pinter
  - Councillor Sekhon
- 2012/  
013/02 **RESOLVED** that Councillor Elliott be elected as the Chair of the Executive Committee for the year 2012 / 2013.

- 2012/  
013/03 **RESOLVED** that Councillor Davies be elected as the 1<sup>st</sup> Vice-Chair of the Executive Committee for the year 2012 / 2013.
- 2012/  
013/04 **RESOLVED** that Councillor Bould be elected as the 2<sup>nd</sup> Vice-Chair of the Executive Committee for the year 2012 / 2013.
- 2012/  
013/05 Entertainment Sub-Committee: Total membership – 9 Quorum 3.
- RESOLVED** that the Council elect the following members to the Entertainment Sub-Committee:
- Councillor Athersmith
  - Councillor Bould
  - Councillor Choudhary
  - Councillor Downing
  - Councillor P Duce
  - Councillor Pinter
  - Councillor Sahota
  - Councillor Sekhon
  - Councillor Turley
- 2012/  
013/06 **RESOLVED** that Councillor Sekhon be elected as the Chair of the Sub-Entertainment Committee for the year 2012 / 2013.
- 2012/  
013/07 **RESOLVED** that Councillor Pinter be elected as the Vice-Chair of the Sub-Entertainment Committee for the year 2012 / 2013.
- 2012/  
013/08 Personnel Sub-Committee: Total membership – 5 Quorum 3.
- RESOLVED** that the Council elect the following members to the Personnel Sub-Committee:
- Councillor P Duce
  - Councillor Elliott
  - Councillor McMillan
  - Councillor Pinter
  - Councillor Turley
- 2012/  
013/09 **RESOLVED** that Councillor Turley be elected as the Chair of the Personnel Sub-Committee for the year 2012 / 2013.
- 2012/  
013/10 **RESOLVED** that Councillor Elliott be elected as the Vice-Chair of the Personnel Sub-Committee for the year 2012 / 2013.
- 2012/  
013/11 Community Led Plan Sub- Committee: Total membership – 5 Quorum 3.
- RESOLVED** that the Council elect the following members to the Community Led Plan Sub- Committee:
- Councillor Choudhary
  - Councillor Davies
  - Councillor Elliott
  - Councillor McMillan
  - Councillor Sahota

2012/013/12 **RESOLVED** that Councillor Davies be elected as the Chair of the Community Led Plan Sub-Committee for the year 2012 / 2013.

2012/013/13 **RESOLVED** that Councillor Sahota be elected as the Vice-Chair of the Community Led Plan Sub-Committee for the year 2012 / 2013.

2012/013/14 **RESOLVED** that the Council use the Terms of Reference for the Parish Plan & Editorial Sub-Committee from 2011 / 2013 for the Terms of Reference for the Community Led Plan Sub-Committee for the year 2012 / 2013.

2012/013/15 The Council discussed the merits of the need to have either a committee or a working group to address the requirement to look at website and newsletter items.

2012/013/16 **RESOLVED** that the Council create an Editorial Working Group to address the requirement to look at website and newsletter items.

2012/013/17 Editorial Working Group:

**RESOLVED** that the Council elect the following members to the Editorial Working Group:

- Councillor Bould
- Councillor B Duce
- Councillor Elliott
- Councillor McMillan
- Councillor Salter

2012/014/00 **Standing Orders and Financial Regulations.**

**RESOLVED** that the Council accept the existing Standing Orders and Financial Regulations as reviewed.

2012/015/00 **Review of Parish Charter.**

**RESOLVED** that the Council accept the Parish Charter as per the version accepted at the meeting held on 26 March.

2012/016/00 **Appointment of parish council representative on outside bodies.**

The Council reviewed all existing appoints and discussed several changes.

2012/016/01 **RESOLVED** that the Council appoint Councillors to the following outside bodies:

<u>Organisation</u>	<u>Representative(s)</u>
Locality Management Central Cluster Meeting. To include Community Safety Meetings.	Councillor B Duce
Telford & Wrekin Crime Prevention	Councillor McMillan
Castle Lodge	Councillor Sahota
Bus Users Group (it is requested that Bus users are nominated – two per parish council	Councillor Salter
Rights of Way NTP3 (2 nominations)	Councillor Salter
Police Community Consultative Group	Councillor Elliott & Councillor McMillan

<u>Organisation</u>	<u>Representative(s)</u>
Dawley Regeneration Partnership	Councillor Bould & Councillor B Duce
Friends of Dawley Park	Councillor Bould
Dawley Town Hall Steering Group	Councillor Bould & Councillor McMillan
Parishes Forum	Councillor Salter & Councillor Elliott
Market Steering Group	Councillor McMillan
Co-operation between South Telford Parishes	Councillor Bould
Chamber of Trade Exploratory Group	Councillor Bould & Councillor McMillan
Snow Warden	Councillor B Duce
Parish Charter Review Group	Councillor Elliott
Wrekin Area Committee (WAC) to the Shropshire Association of Local Councils (SALC)	Clerk & Councillor Salter
Executive Committee of the SALC	Clerk
Telford & Wrekin's Vice-Chairman of SALC	Clerk
National Association of Councillors (NAC)	Delegated Authority – The Chair & the Clerk: notice of meetings and agenda items
The Hub	Councillor Bould

2012/016/02 **RESOLVED** that the Council appoint Councillors to the following working groups:

Executive Committee Working Group - Policies	Councillors: Downing, B Duce & P Duce
Executive Committee Working Group – Dawley Park. To work with the Dawley Park Steering Group	Councillor Bould & Councillor Pinter
'Planning Pool' to aid a planning decision that delegated officers consider controversial.	Chair, Vice-Chair, Councillor Choudhary & Councillor Pinter

2012/017/00 **Power of Well Being.**

It is intended that the Parish Council will adopt the National Association of Local Council's alterations to Model Standing Orders when they are available to reflect the recent changes in legislation, relating to the demise of the 'power of well being' and the introduction of the new 'power of competency'

2012/018/00 **Review of assets.**

**RESOLVED** that the Council accept the Fixed Asset Register as per the version accepted at the meeting held on 26 March.

- 2012/  
019/00 **Review of Insurance Cover.**  
**RESOLVED** that the Council accept the quotation provided by Zurich Municipal for £2,389.75, based on the asset register dated 26 March 2012. The invoice (number: 3775) of the same amount be paid.
- 2012/  
020/00 **Membership to other bodies.**  
**RESOLVED** that the Council continue to be members of the Shropshire Association of Local Councils, and the National Association of Local Councils. The affiliation fee for both as per the invoice (number: 5134) totalling £1,556.30 to be paid.
- 2012/  
020/01 **RESOLVED** that the Council pay a fee to the Society of Local Council Clerks to provide membership for the following staff:
- Clerk
  - Assistant to the Clerk
  - Finance Officer
  - Parish Warden
- 2012/  
020/02 **RESOLVED** that the Council pay the required subscription to Local Council Review.
- 2012/  
020/03 **RESOLVED** that the Council pay the required fee to National Association of Councillors.
- 2012/  
021/00 **Review the Complaints Procedure.**  
**RESOLVED** that the Council accept the Complaints Procedure as reviewed.
- 2012/  
022/00 **Review the Publication Scheme.**  
**RESOLVED** that the Council accept the Publication Scheme as reviewed.
- 2012/  
023/00 **Review the Communication Policy.**  
**RESOLVED** that the Council address the requirement for a Communication Policy at the first meeting of the Executive Committee.
- 2012/  
024/00 **Dates of Parish Council meetings and committee meetings.**  
At its meeting on 26 March 2012 the Council resolved that the Council is to meet a minimum of five times per year:
- Annual Meeting in May (following Local Elections if an Election Year)
  - June meeting to agree the Annual Return
  - January meeting to agree the Precept
  - A scheduled fourth meeting of the Council in September or October (e.g. Review of Internal Control)
  - March meeting to resolve year end issues
- 2012/  
024/01 **RESOLVED** that the Council shall meet on the following dates:
- 2012
    - 25 June
    - 24 September
  - 2013
    - 21 January
    - 25 March
    - 20 May

2012/  
024/02

**RESOLVED** that the Executive Committee shall meet on the following dates:

- 2012
  - 11 June
  - 9 July
  - 10 September
  - 8 October
  - 12 November
  - 10 December
- 2013
  - 14 January
  - 11 February
  - 11 March
  - 8 April

**RESOLVED** that the following committees shall meet:

2012/  
024/03

- ENTERTAINMENTS SUB-COMMITTEE
  - Next is already scheduled for 21 May 2012.
  - Then to be arranged as necessary
- PERSONNEL SUB-COMMITTEE
  - to be arranged as necessary
- COMMUNITY LED PLAN SUB-COMMITTEE
  - to be arranged as necessary
- EDITORIAL WORKING GROUP
  - to be arranged as necessary

2012/  
025/00

**The meeting closed at 19:46**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_