

# GREAT DAWLEY PARISH COUNCIL



Great Dawley Parish Council  
Dawley House  
22, Burton Street  
Dawley  
TELFORD  
TF4 2ES  
Tel: (01952) 501272  
Fax: (01952) 507366  
e-mail: [david.gdpc@btconnect.com](mailto:david.gdpc@btconnect.com)

## Minutes of the Annual Meeting of Great Dawley Parish Council held on 20 May 2013, at 19:00 at Dawley House.

### PRESENT

Councillors: Bould, Davies, Campbell, Choudhary, Duce, McMillan, Pinter, Salter, & Turley.  
Staff: D Griffiths (Clerk), C Binnington, (Assistant to the Clerk) C Gregory (Finance Officer) & David Ferriday (Parish Warden – Maternity Cover).  
Press & Public: Three members of the public and one member of the press.

A quorum was present when decisions were made. Names present must be recorded.  
Local Government Act 1972 Schedule 12 para 40

### 2013/ Election of Chair for the year 2013 / 2014.

088/00 **RESOLVED** that Councillor Davies be elected as the Chair of the Parish Council for the year 2013 / 2014.

### 2013/ Chair – Declaration of acceptance of office of Chair.

089/00 Councillor Davies made his Declaration of Acceptance of Office of Chairman.

### 2013/ Chair's remarks & welcome.

090/00 Councillor Davies thanked members for his election. The Chair spoke of past member Brian Duce, being a 'true voice' for the community. The Chair spoke of the new services being introduced and the Parish Council's co-operative working, e.g.: Job Junction, Library Service, Parish Environmental Team and the Dawley Town Hall, all examples of 'trail blazing' activities that have been noticed nationally by the National Association of Local Councils.

### 2013/ Election of Vice-Chair.

091/00 **RESOLVED** that Councillor Pinter be elected as the Vice-Chair of the Parish Council for the year 2013 / 2014.

### 2013/ Apologies for absence.

092/00 **RESOLVED** that the Council accept the apologies and reasons for absence from Councillors:

Athersmith, Downing, Sahota & Sekhon.

Apologies are recorded as a Councillor may be disqualified from holding office following six consecutive months non-attendance.  
Local Government Act 1972 Section 85

### 2013/ Code of Conduct.

093/00 The Clerk reminded the Council that it adopted the Borough Council's Model.

- 2013/ **Register of Members' Interests.**  
094/00 Disclosable Pecuniary Interests.
- No changes reported.
- 2013/ **Declaration of Interests, Gifts and Hospitality.**  
095/00 None to report.
- 2013/ **Minutes.**  
096/00 **RESOLVED** that the Council instruct the Chair to sign the minutes of the meeting held on 24 April 2013 as a true record.
- 2013/ **Committee minutes.**  
097/00 **RESOLVED** that the Council receive the minutes of the following Committee Meetings:
- |                             |              |
|-----------------------------|--------------|
| Executive Committee         | 8 April 2013 |
| Executive Committee         | 13 May 2013  |
| Entertainment Sub-Committee | 13 May 2013  |
- 2013/ **Review of delegation arrangements and terms of reference for committees.**  
098/00 **RESOLVED** that the Council agreed that delegation arrangements and the Committee structure remain as agreed at the 25 March 2013 Council Meeting.
- 2013/ **Appointment of committees and members of committees.**  
099/00 **RESOLVED** that the Council agreed that the members of the Executive Committee to be Councillors:
- Bould, Campbell, Choudhary, Downing, Duce, Elliott & Salter
- 2013/ **RESOLVED** that the Council agreed that the members of the Entertainment Sub-  
099/01 Committee to be Councillors:
- Athersmith, Bould, Downing, Duce, Sahota, Sekhon & Turley
- 2013/ **RESOLVED** that the Council agreed that the members of the Personnel Sub-Committee  
099/02 to be Councillors:
- Bould, Campbell, Elliott, Salter & Turley
- 2013/ **Standing Orders and Financial Regulations.**  
100/00 **RESOLVED** that the Council agreed to amend Standing Orders to remove the references to the Power of Well-Being, i.e.
- Paragraph 2.x (Paragraph 2 sets out the agenda for Annual Council Meeting).
  - Para 25 – The actual paragraph detailing the Power of Well-Being.
- 2013/ **RESOLVED** that the Council agreed the Financial Regulations as agreed at the Council  
100/01 Meeting held on 18 February 2013.
- That reference to there being two Vice-Chairs of the Executive Committee be removed.
- 2013/ **Review of Parish Charter.**  
101/00 **RESOLVED** that the Council agreed that the Parish Charter stands as reviewed and continues to be adopted.

2013/ **Appointment of parish council representative on outside bodies.**

102/00 **RESOLVED** that the Council agreed that the following members be elected to be the parish representative on the following outside bodies:

Bus User Group	Councillor Salter
Friends of Dawley Park	Councillors Bould & Pinter
DTH Steering Group	Councillors Bould & Pinter
DRP	Councillors Bould & Pinter
Parish Forum	Councillors Choudhary & Pinter
Snow Warden	Councillor Sahota
Parish Charter Review Group	Councillor Pinter
WAC (SALC)	Councillors Choudhary & Pinter
Executive Committee of SALC	The Clerk
T&W Vice-Chair of SALC	The Clerk
National Association of Councillors	The Chair and the Clerk

2013/ **Power of Well Being.**

103/00 **RESOLVED** that the Council noted that the Power of Well Being is no longer available and that Standing Orders have been changed to reflect this.

2013/ **Review of assets.**

104/00 **RESOLVED** that the Council agreed the Fixed Assets Register as approved by the Council Meeting held on 25 March 2013.

2013/ **RESOLVED** that the Council noted that the Council own the land and property at 22  
104/01 Burton Street. That the retention of the buildings deeds with Martin-Kaye LLP - Title No SL110549 has been verified.

2013/ **Review of Insurance Cover.**

105/00 **RESOLVED** that the Council accept the quotation provided by Zurich Municipal for £2,274.42, based on the asset register dated 23 March 2013. The invoice (number: 12248803) of the same amount be paid.

2013/ **Membership to other bodies.**

106/00 **RESOLVED** that the Council agreed to continue with the following membership / subscriptions:

LCR	£16.00
The Information Commissioner	£35.00
Shropshire Association of Local Councils	£1,575.05
Society of Local Council Clerks (SLCC)	£632.00
National Association of Councillors	£65

2013/ **Review the Complaints Procedure.**

107/00 **RESOLVED** that the Council agreed the Council's Complaints Procedure as reviewed.

2013/ **Review the Publication Scheme.**

108/00 **RESOLVED** that the Council agreed the Council's Publication Scheme as reviewed.

2013/ **Review the Communication Policy.**

109/00 **RESOLVED** that the Council agreed to task the Chair of the Council and the Clerk to produce a Communication Policy that reflects the role of the Apprentice.

2013/ **Dates of Parish Council meetings and committee meetings.**

110/00 **RESOLVED** that the Council agreed to continue with Council meeting to be scheduled as follows:

- Annual Meeting in May (following Local Elections if an Election Year)
- June meeting to agree the Annual Return
- A scheduled fourth meeting of the Council in September or October (e.g. Review of Internal Control)
- January meeting to agree the Precept
- March meeting to resolve year end issues

2013/ **RESOLVED** that the Council agreed to the following schedule of meetings:

110/01

<b>Day</b>	<b>Date</b>	<b>Meeting</b>	<b>Time</b>
Monday	10 June 2013	Executive Committee	18.30
Monday	24 June 2013	Parish Council	18:30
Monday	8 July 2013	Executive Committee	18.30
Monday	12 August 2013	Executive Committee	18.30
Monday	9 September 2013	Executive Committee	18.30
Monday	23 September 2013	Parish Council	18.30
Monday	14 October 2013	Executive Committee	18.30
Monday	11 November 2013	Executive Committee	18.30
Monday	9 December 2013	Executive Committee	18.30
Monday	13 January 2014	Executive Committee	18.30
Monday	20 January 2014	Parish Council	18.30
Monday	10 February 2014	Executive Committee	18.30
Monday	10 March 2014	Executive Committee	18.30
Monday	31 March 2014	Parish Council	18.30

The Meeting Closed at 19:15

Signed: .....

Dated: .....