

GREAT DAWLEY TOWN COUNCIL



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Minutes of the Annual Meeting of Great Dawley Town Council held at **16:30**, **19 May 2014**, at **Dawley House**.

PRESENT: Councillors: Bould, Davies, Campbell, Choudhary, Duce, Pinter, Salter, & Turley.

Staff: C Binnington, Assistant to the Clerk, Lauren Weale Apprentice

Also Present: D Dorrell, SALC Deputy Officer and Locum Clerk, Diane Morris, Dawley Change Plan Project Officer.

There were no members of the public or press present.

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

1. Election of Chair for the year 2014 / 2015

It was proposed by Councillor Pinter, seconded by Councillor Duce.

RESOLVED: that Councillor Davies be elected as the Chair of the Town Council for 2014/2015.

2. Declaration of Acceptance of Office of Chair

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

3. Chair's Remarks & Welcome

Councillor Davies welcomed everyone to the meeting. He thanked members for their support during a year when the Council had undertaken much good work in the community and for their trust and confidence in electing him for the forthcoming council year.

4. Election of Vice-Chair

It was proposed by Councillor Duce, seconded by Councillor Salter.

RESOLVED: that Councillor Pinter be elected as the Vice-Chair of the Town Council for the council year 2014 / 2015.

5 Apologies for Absence

Apologies for absence were received from Councillors Athersmith, Elliott, McMillan and Sahota.

RESOLVED: that apologies and reasons for absence be accepted.

6. Code of Conduct

The Chair reminded Members of their obligations under the Code of Conduct which the Council had adopted based upon the Borough Council's Model.

7. Register of Members' Interests

No changes of Disclosable Pecuniary Interests were reported.

8. Declaration of Interests, Gifts and Hospitality

None were reported.

9. Minutes

It was proposed by Councillor Pinter, seconded by Councillor Salter.

RESOLVED: that the Council instruct the Chair to sign the minutes of the extraordinary meeting held on 12 May 2014 as a true record.

10. Committee Minutes

It was proposed by Councillor Pinter, seconded by Councillor Salter with three abstentions.

RESOLVED: that the minutes of the meetings of the Executive Committee held on 10 March 2014 and the Entertainment Sub-Committee held on 7 April 2014 be received.

11. Appointment of Committees and Members of Committees

Members were reminded that the Chair and Vice Chair of the Council were ex officio members and that the Committees and Sub Committee would appoint their own Chairmen at their first meeting.

RESOLVED:

It was proposed by Councillor Turley, seconded by Councillor Choudhary.

- a) Executive Committee, membership to be: *Councillors Bould, Choudhary, Duce, Salter, Sekhon and Turley, with one vacancy.*

It was proposed by Councillor Duce, seconded by Councillor Salter.

- b) Entertainment Committee, membership to be: *Councillors Athersmith, Bould, Duce, Sahota, Salter, Sekhon & Turley*

It was proposed by Councillor Turley, seconded by Councillor Pinter.

- c) Personnel Sub-Committee, membership to be: *Councillors Bould, Choudhary, Duce, Salter and Turley.*

12. Review of Delegation Arrangements and Terms of Reference for Committees

The Chair reminded Members of arrangements, proposing one amendment which was that the Chair of the Council should not be appointed chair of committees.

It was proposed by Councillor Davies, seconded by Councillor Duce.

RESOLVED: That subject to the amendment set out above, delegation arrangements remain otherwise unchanged.

13. Standing Orders and Financial Regulations

The Locum Clerk explained that new Financial Regulations were now available from the National Association of Local Councils and reminded Members that Standing Orders had already recently been reviewed. The Chair referred the meeting to the recommendation set out on the agenda.

It was proposed by Councillor Turley, seconded by Councillor Pinter.

RESOLVED: that the review of Financial Regulations be referred to the Executive Committee.

14. Appointment of Town Council Representative on Outside Bodies.

Members reviewed the current list of Outside Bodies and the Council's representatives for 2014/15 deleting those no longer required. Councillors proposed, seconded and

RESOLVED that the following members be elected Town Council representative on the following outside bodies:

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

15. The General Power of Competence

It was noted that the Council currently does not meet the eligibility criteria in the use of this power.

16. Review of Assets

It was noted that the review had been undertaken and the Fixed Assets Register was approved by the Council on 31 March 2014.

17. Review of Insurance Cover

The Assistant Clerk reported that the Council's current insurers had provided two renewal quotes, one on an annual basis and one at a reduced rate based upon a 3 year agreement. Councillor Choudhary asked if further quotations had been pursued from two other insurers. The Chair suggested that in view of the imminent renewal date, the Council renew its current insurance for one year and two other quotations be pursued prior to next year's renewal date to test the market.

It was proposed by Councillor Turley, seconded by Councillor Bould.

RESOLVED: that the Council accept the quotation provided by its current insurer based on one year's renewal and that the invoice for this amount be paid.

18. Membership Subscriptions to Other Bodies

RESOLVED: that the Council continue with the following membership /subscriptions:

It was proposed by Councillor Duce, seconded by Councillor Turley.

The Information Commissioner's Office – Data Protection Registration - £35.00

The Locum Clerk left the meeting for the following item and Councillor Campbell entered the meeting:

It was proposed by Councillor Salter, seconded by Councillor Pinter.

Shropshire Association of Local Councils Affiliation Fee - £1,591.96

It was proposed by Councillor Turley, seconded by Councillor Pinter.

LCR Magazine Subscription - £17.00

19, 20 and 21

The Chairman drew to Members' attention the recommendations set out on the agenda under agenda headings 19, 20 and 21 and it was proposed *en block* by Councillor Turley, seconded by Councillor Duce and

RESOLVED: That the review of the Council's Complaints Procedure, Publication Scheme and Communication Strategy be referred to a future meeting of the Executive.

22. Dates of Town Council Meetings and Committee Meetings

The Council considered a list of suggested dates taking account of the following:

- June to agree the Annual Return

- A scheduled fourth meeting of the Council in September or October to review Internal Control
- January to agree the Precept
- March to resolve year end issues
- May Annual Meeting must be within 14 days of new councillors taking up office, ie on or prior to 21 May 2015

(Committees and Sub-Committee to meet as and when they need to meet.)

Proposed by Councillor Turley, seconded by Councillor Bould.

RESOLVED: that the Council agreed to the following schedule of meetings, commencing at 18:30 unless otherwise stated.

Day	Date	Meeting
<i>To be inserted</i>		

23 Matters deferred from previous Council

a) King Street Public Conveniences

The Assistant Clerk reported that a Deed of Surrender had been received.

It was proposed by Councillor Turley, seconded by Councillor Duce.

RESOLVED: That the Assistant Clerk be authorised to sign the Deed of Surrender and return it to Telford & Wrekin Council.

b) Christmas Lighting Features

i) Meadow Road

It was proposed by Councillor Chouhary, seconded by Councillor Sekhon.

RESOLVED: Decision deferred until towards the year end when the cost of dismantling/replacement could be better assessed.

ii) High Street

Options were discussed to bring the contract in line with the contract for features at Malinslee.

It was proposed by Councillor Bould, seconded by Councillor Duce.

RESOLVED: That the Assistant Clerk explores options discussed.

c) Hanging Baskets and Planters

A quotation had been received for 24 hanging baskets to include watering and replacement service.

It was proposed by Councillor Turley, seconded by Councillor Pinter.

RESOLVED: That the procurement of floral displays with the watering service be approved and the procurement of reservoir baskets be pursued at the beginning of next year.

d) Defibrillators in the Community

Progress was noted and an invitation to councillors to undertake training was also discussed.

e) Dawley Town Hall

i) Maintenance Issues: The Council received a list of maintenance issues which needed to be explored jointly with the Regeneration Partnership.

Proposed by Councillor Davies, seconded by Councillor Pinter

RESOLVED: That the Parish Warden arranges joint discussions with the Town Hall Co-ordinator for mutual working to meet the costs.

ii) Sub Lease: The Chair reported that concerns had been raised with the Regeneration Partnership and that he would report back to either the Executive or Full Council.

iii) Stationery/Office Equipment

Proposed by Councillor Davies, seconded by Councillor Salter

RESOLVED: That the Assistant Clerk meets the staff to discuss what is needed and report back to Council in due course.

f) Dawley House

i) Further Actions: There was no detail available as to what this item referred to.

ii) Major Maintenance Issues:
The Council noted that 'grab packs' had been provided upon Health & Safety advice.

Proposed by Councillor Davies, seconded by Councillor Bould

RESOLVED: That the Parish Warden be requested to assess what else needs to be done and report back to Council.

g) Apprenticeship 2014/2015

The Council were pleased to note progress towards completion of Level 3 and that further information was awaited from TCAT who were confident regarding completion of Level 4. The Council had previously agreed finances and wished the Apprentice every success.

24. Exclusion of Public and Press

Proposed by Councillor Davies, seconded by Councillor Pinter

RESOLVED: that due to the nature of the following agenda items, press and public be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended by s100 LGA 1972).

25. Minutes

Proposed by Councillor Turley, seconded by Councillor Campbell

RESOLVED: that the Confidential Minutes of the meeting held on 14 April 2014 be approved and signed by the Chair as an accurate record.

26. Personnel Sub-Committee

Proposed by Councillor Bould, seconded by Councillor Campbell

RESOLVED: that the Confidential Minutes of the Personnel Sub-Committee held on 10th and 28th April and 12 May 2014 be received.

27. Staffing Matters

The Chair updated the Committee on events since the last meeting and discussed in detail a number of matters relating to Council staff requiring Full Council approval.

RESOLVED: that the action be taken as proposed, seconded and agreed by the Council.

The meeting ended at 5.55 pm

Signed: Dated:
Chair of the Council