

GREAT DAWLEY TOWN COUNCIL



Great Dawley Town Council
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To all members of Great Dawley Town Council – Councillors:
Choudhary, Davies, Dunne, Heighway, Lill, Parnaby, Pinter, Randle, Rice, Sahota, Salter, Sekhon, Tranter, and Turley.

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of **Great Dawley Town Council** will be held at 18:30 on **11th June 2018**, at **Dawley Town Hall** and Members are hereby **summoned** to attend for the purpose of transacting the following business.

Signed: Clerk of the Council

Date: 5th June 2018

AGENDA

1.	Mayor's Welcome
2.	Apologies for Absence and Reasons To receive, consider and accept as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972.
3	Code of Conduct <u>Disclosable Pecuniary and other Interests.</u> Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.
4.	Public Session The Chairman to adjourn the meeting for 15 minutes, as per Standing order 1.c., 1.d., 1.e., 1.f. and 1.g Meeting to be reconvened.
5.	Borough Councillors. Opportunity for Borough Councillors to report to the Town Council and for the Town Council to question their Borough Councillors.
6. 6.1	Annual Return and Year End 2017 / 2018. The Council is asked to receive the Annual Governance and Accountability Return for 31st March 2018 and supporting documentation. Annual Return Documentation attached to this agenda Appendix (A) - The Annual Governance and Accountability Return (draft copy) Appendix (B) - Bank Reconciliation

	<p>Appendix (C) - Explanation of significant variances Appendix (D) - Reconciliation between closing balances Appendix (E) - Confirmation of Contact Details Appendix (F) - Exercise of Public Rights Appendix (G) - Internal Audit Report 2017/18</p>
6.2	<p>Year End preparation for Littlejohns External Audit, to be returned with the Annual Governance and Accountability Return.</p> <ul style="list-style-type: none"> - A Bank Reconciliation as at 31st March 2018 - A full explanation with figures of all significant variances - Income or expenditure in 2017/18 - A reconciliation between the closing balances in Section 2, Box 7 and Box 8 - Confirmation of Contact Details - Exercise of Public Rights 2018
6.3	<p>Annual Governance Statement 2017/18 (section 1) The Council is asked to authorise the following for the Annual Governance and Accountability Return for 31st March 2018.</p> <ol style="list-style-type: none"> a) To complete the Annual Governance Statement. (section 1) <ul style="list-style-type: none"> - Question 1 to 9 on the Annual Return b) To authorise and approve the Annual Governance Statement by this authority – Great Dawley Town Council b) Authorise the Chair and Clerk to sign Section 1 – Annual Governance Statement 2017/18 for Great Dawley Town Council for the year ending 31st March 2018.
6.4	<p>Accounting Statements 2017/18 (section 2) The Council is asked to authorise the following for the Annual Governance and Accountability Return for 31st March 2018.</p> <ul style="list-style-type: none"> • To complete the Accounting Statement for 2017/18. (section 2) • To receive and sign the Bank Reconciliation as at 31st March 2018 • To receive and sign the explanation of all significant variances • To receive and sign the reconciliation between closing balances • To receive and authorise the Contact Details • To receive and authorise the Exercise of Public Rights • To authorise, approve and certify that for the year ended 31 March 2018 the accounting statements in this annual governance and accountability return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be. • Authorise the Chair and Clerk to sign Section 2 – Accounting Statements 2017/18 for Great Dawley Town Council for the year ending 31st March 2018.
6.5	<p>Internal Auditors Report 2017/18</p> <ul style="list-style-type: none"> • The Council is asked to receive and authorise the Internal Auditors report for 2017/18.
7.	<p>Grants Clerk to provide an update on the total spend for grants, year to date.</p> <p>Applications received after the date of the agenda may be considered.</p> <ol style="list-style-type: none"> a) <u>Voluntary Organisations.</u> The Committee is to consider Grant Applications from the following voluntary organisations: <ul style="list-style-type: none"> • Friends of Dawley Park - Appendix H

	<p>b) <u>Partnership Fund.</u> Opportunity for the Committee to consider any actions that may be taken at this early stage.</p> <ul style="list-style-type: none"> • Cinderloo 2021 - Appendix I • Old Park School - Appendix J • Carers Centre - Appendix K <p>c) <u>Ward Councillors Pride Fund.</u> The Committee is to consider any Grant requests for match funding</p> <ul style="list-style-type: none"> • None received
8.	<p>Finance</p> <p>a) The Council is to receive and authorise Cheque List for April - May 2018 – (014722 – 014766) - Appendix L</p> <p>b) The Council is to receive and authorise AdvantEdge Report for April 2018 - Appendix Ma and Mb</p> <ul style="list-style-type: none"> - Bank Account Reconciled Statement - Current Account - Financial Summary – Cashbook & Financial Statement <p>c) The Council is to receive and authorise the GPC Card Statement reconciled for;</p> <ul style="list-style-type: none"> - April 2018 - Appendix N
9.	<p>General Data Protection Regulation update The Council to receive and authorise the report and appendices provided by the Clerk on the General Data Protection Regulation.</p> <ul style="list-style-type: none"> - Report - Appendix O - Consent Form - Appendix P - Consent Form Cllrs - Appendix Q - Data Controller Information - Appendix R - Personal Data Breach Procedure - Appendix S - Principles and Key Changes - Appendix T - Privacy Notice General - Appendix U - Privacy Notice Cllrs, Staff & Roll Holders - Appendix V
10.	<p>Event Update - RBL The Council to receive the update report from the Clerk regarding the RBL Event – July 2018. - Report to be tabled at the meeting.</p>
11.	<p>Queens Award for Voluntary Services The Council to receive the update report from the Clerk regarding the Queens Award for Voluntary Services. - Appendix W</p>
12.	<p>Ipad Update Report The Council to receive and authorise the report provided by the Deputy Clerk regarding the Councils Ipad. - Appendix X</p>
13.	<p>Update Report on the Shutters Projects as part of the PiYHS Grant The Council is to receive the report from the Project Officer providing an update on the shutters project as part of the PiYHS Grant Funding. - Appendix Y</p>
14.	<p>Update on the Bandstand Damage The Council is to receive the report from the Project Officer providing an update on the damage to the bandstand. - Appendix Z</p>
15.	<p>An Offer from the PCC John Campion - We Don't Buy Crime The Council is to receive the information received from the PCC John Campion regarding the offer relating to the project We Don't Buy Crime.</p>

	- Appendix AA
16.	Clerks Report Opportunity for Councillors to ask questions of the Clerk. - Clerks Report May 2018 - to be tabled at the meeting -
17.	Correspondence To receive items of correspondence
18.	Exclusion of Press and Public To resolve: That under Section 100(A) Local Government Act 1972 , the press and public be excluded from the remainder of the meeting for the following item of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.
19.	Staffing Update Update from the Clerk regarding Town Council staff. Report to be tabled at the meeting.
20.	Date of Next Meeting Executive Committee Meeting – 9 th July 2018 Dawley Town Hall -