



Great Dawley Town Council

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Minutes of the Ordinary Council Meeting of Great Dawley Town Council held on **11th June 2018 at 18:30 at Dawley Town Hall**

PRESENT: Councillors: Choudhary, Davies, Dunne, Parnaby, Randle, Sahota, Salter, Sekhon and Tranter.

Staff: C Turner (Clerk) S Eccelston (Finance, Procurement & Contracts Officer) S Houslton (Project Officer)

There was one member of the public present.

A quorum was present when decisions were made.

OCM18 / 001	Mayor's Welcome The Mayor, Councillor Malcolm Randle welcomed all present to the meeting.
OCM18 / 002	Apologies for Absence and Reasons Proposed by Councillor Parnaby, Seconded by Councillor Salter RESOLVED that the Council accept the apologies and reasons for absence from Councillors: <p style="text-align: center;">Heighway, Lill, Pinter, Rice, and Turley</p>
OCM18 / 003	Code of Conduct <u>Disclosable Pecuniary and other Interests.</u> Councillors were reminded that they should declare any pecuniary interest in matters to be discussed at the meeting, which is not included in the register of interests. Councillor Parnaby declared an interest that he was the Chair of the Carers Partnership Board, who had made a request for a partnership grant but did not have any financial gain from this position.
OCM18 / 004	Public Session The Mayor adjourned the meeting. The member of public present wanted to thank everyone at the Council, both Councillors and staff for all their hard work and commitment. That she had just joined facebook and thought the pages were very informative. The meeting was reconvened.
OCM18 / 005	Borough Councillors Councillor Davies informed the Council that he had had a very busy few weeks with ward walks, the opening of the new bungalows, Neal Court, named after the head teacher from the Phoenix school, as well as working with Old Park School identifying possible funders for

	<p>a new project and attended Malinslee Day. Councillor Davies wanted to thank all the staff for their hard work on an enjoyable day.</p> <p>Councillor Sahota informed the Council that he had completed ward walks and helped with resident enquiries which had been mainly relating to grass cutting and over grown bushes. Councillor Sahota wanted to update the Council on the parking spaces created at St Christopher's way a total of 12 had been created in the scheme.</p> <p>Councillor Choudhary asked about the amount of fly tipping that takes place in Spout Way, Malinslee and raised a concern with the overgrown trees.</p> <p>Councillor Davies informed that Spout Way a hot spot area for fly tipping but there was no evidence that this was the residents of Spout Way, as well as the increased enforcement being put in pace that included covert camera and gathering of intelligence including times.</p> <p>Councillor Davies informed that the summer pruning schedule had started, so some of the concerns would be addressed.</p>
OCM18 / 006	<p>Annual Return and Year End 2017 /18</p> <p>The Council received the Annual Return for 31st March 2018 and the supporting documentation.</p> <p>The Clerk and Deputy Clerk updated the Council on the individual documents provided and required as part of the annual return. This included the following documents;</p> <p>Appendix (A) - The Annual Governance and Accountability Return (draft copy) Appendix (B) - Bank Reconciliation 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>
OCM18 / 007	<p>Year End Preparation for Littlejohns External Audit</p> <p>The Clerk updated the Council on the individual documents and provided and to be returned with the Annual Return. This included the following documents;</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
OCM18 / 008	<p>Annual Governance Statement 2017/18 (section 1)</p> <p>The Council was asked to authorise the Annual Governance Statement for 2017/18 (section 1). The Council was asked to acknowledge its responsibility for ensuring that there is a sound system on internal control, including arrangements for the preparation of the accounting statements, to confirm, to the best of their knowledge and belief, with respect to the accounting statement for the year ended 31 March 2018, the following;</p>
OCM18 / 009	<p>Proposed by Councillor Davies, Seconded by Councillor Sahota RESOLVED that the Council agreed YES to statement 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>
OCM18 / 010	<p>Proposed by Councillor Tranter, Seconded by Councillor Choudhary</p>

	RESOLVED that the Council agreed YES to statement 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed it effectiveness.
OCM18 / 011	Proposed by Councillor Tranter, Seconded by Councillor Parnaby RESOLVED that the Council agreed YES to statement 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
OCM18 / 012	Proposed by Councillor Salter, Seconded by Councillor Parnaby RESOLVED that the Council agreed YES to statement 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
OCM18 / 013	Proposed by Councillor Davies, Seconded by Councillor Randle RESOLVED that the Council agreed YES to statement 5. We carried out an assessment of risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
OCM18 / 014	Proposed by Councillor Tranter, Seconded by Councillor Sahota RESOLVED that the Council agreed YES to statement 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
OCM18 / 015	Proposed by Councillor Sahota, Seconded by Councillor Randle RESOLVED that the Council agreed YES to statement 7. We took appropriate action on all matters raised in reports from internal and external audit.
OCM18 / 016	Proposed by Councillor Parnaby, Seconded by Councillor Salter RESOLVED that the Council agreed YES to statement 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.
OCM18 / 017	For statement 9 the Council would N/A to the statement as Great Dawley Town Council does not have any Trust funds. (For local councils only) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.
OCM18 / 018	Proposed by Councillor Salter, Seconded by Councillor Sahota RESOLVED that the annual governance statement is approved by this authority on 11 th June 2018. (Great Dawley Town Council).
OCM18 / 019	Proposed by Councillor Salter, Seconded by Councillor Sahota RESOLVED that the Council approve for the Annual governance statement 2017/18 is to be signed by the Chair, Councillor Shaun Davies and the Clerk, Clare Turner.
OCM18 / 020	Accounting Statements 2017/18 (section 2) An update on the Accounting Statements for 2017/18 was provided by the Deputy Clerk, which included an explanation of the individual year end financials for 31 March 2017 and 31 March 2018. Proposed by Councillor Sahota, Seconded by Councillor Randle RESOLVED that the Council 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. The Council received and signed the following documentation to be included in the Annual Return for the year ended 31 March 2018; <ul style="list-style-type: none"> • the Bank Reconciliation as at 31st March 2018 • the explanation of all significant variances

	<ul style="list-style-type: none"> the reconciliation between closing balances the Contact Details to be used as the Clerk and Chair the Exercise of Public Rights 2018
OCM18 / 021	<p>Proposed by Councillor Tranter, Seconded by Councillor Davies RESOLVED that the Council authorise, approve and confirm that these accounting statements were approved by this authority on 11th June 2018 and to be signed by the Chair, Councillor Shaun Davies and by the Responsible Financial Officer, Clare Turner, Clerk.</p> <p>The Clerk formally thanked the Deputy Clerk for all the organisation and hard work put into the audit preparation and audit, it was a very positive audit. All those Councillors present also thanked the Deputy Clerk.</p>
OCM18 / 022	<p>Internal Auditors Report 2017/18 The Council were provided an update by the Deputy Clerk giving detail on the recently completed internal audit for 2017/18 and report provided by Dianne Malley.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Sekhon RESOLVED that the Council acknowledge the internal audit report for 2017/18.</p>
OCM18 / 023	<p>Grants</p> <p>(a) <u>Voluntary Organisations</u> Proposed Councillor Parnaby, Seconded by Councillor Tranter Abstained Councillor Choudhary and Dunne RESOLVED that the Council approve the £250.00 contribution from Great Dawley Town Council towards funding to develop projects, enjoyment and entertainment in Dawley Park during 2018/19 Friends of Dawley Park.</p> <p>(b) <u>Partnership Fund</u></p> <p>- Cinderloo 1821 Councillor Davies updated the Council on the request received from the Cinderloo project team requesting funding for the Cinderloo 1821 project and the email received from the project group.</p> <p>Councillor Davies updated on the local history that includes Dawley behind the project and the outcome for the project team over the next 3 years.</p> <p>Councillor Choudhary asked what the funding would be covering and how the funding would be provided to the project from the Town Council</p> <p>Councillor Davies information that the founding would be ring fenced from the Partnership Fund for 3 years and each individual element of funding for each individual projects would be discussed and agreed on an individual basis based on it merit.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Sahota Abstained by Councillor Choudhary RESOLVED that the Council approve for £3,000.00 from the partnership fund is awarded to the Cinderloo 1821 project group, for this funding to be ringfenced by the Town Council until such time the project group has a formal constitution and bank account and for the grant funding to be ringfenced for three years by the Town Council and only release when the project group provide the Town Council with a project request what will include detailed project information, the relevance to the Cinderloo 1821 project, what the project will deliver, timeline and cost breakdown, including any quotations. The Council agreed and approved for the Neighbourhood Officer to continue as the Town Council's representative on the project group.</p> <p>- Old Park Primary School Councillor Davies updated the Council on the request from Old Park School for grant funding for a new virtual reality room at Old park School.</p>

	<p>Councillor Davies proposed that for this item the Council resolve for the meeting to under Section 100(A) Local Government Act 1972, the press and public be excluded from this section of the meeting to allow the Town Council to discuss in detail the confidential commercially sensitive financial costs of the project.</p> <p>Proposed by Councillor Davies, Seconded by Salter Abstained by Councillor Choudhary RESOLVED that the Council agreed and approve for this section of the grant request to be discussed excluding the press and public and for the meeting to be reconvened after the confidential commercially sensitive financial costs had been discussed.</p> <p>The Clerk explained to those members of the public present and those members of the public present removed themselves from the meeting.</p> <p>A detailed discussion was held regarding the financial implication and costs of the project.</p> <p>The Clerk asked the members of the public to re-join the meeting.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Sahota RESOLVED that the Council agree £1,500.00 funding from the Partnership Grant for the new virtual reality room at Old Park School.</p> <p>- Carers Centre Councillor Parnaby declared an interest in this grant application due to being the Chair of Carers Partnership Board but asked the Council if he could update on the Council on the proposed project.</p> <p>Councillor Parnaby informed the Council that there were 920 carers in Dawley, the proposed project was to develop a Hub in Dawley and with the new Care Act every carer has a right to support as part of this act.</p> <p>Councillor Parnaby left the meeting.</p> <p>A discussion was help regarding the partnership funding request received from the Carers Centre for the development of a partnership hub for carers.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Choudhary RESOLVED that the Council agree for £1,000.00 funding from the Partnership Grant for the development of a partnership hub for carers to the Carers Centre. For this funding to be used as match funding and for the Carers Centre to confirm their contribution to this project.</p> <p>Councillor Parnaby returned to the meeting.</p> <p>(c) <u>Ward Councillors Pride Fund</u> There were no grants for the Council to consider.</p>
<p>OCM18 / 024</p>	<p>Finance</p> <p>(a) The Council to receive and authorise Cheque List for April – May 2018 (014722 – 014766) Proposed by Councillor Tranter, Seconded by Councillor Choudhary Abstained by Councillor Choudhary RESOLVED that the Council agreed and authorised the cheque list for April – May 2018 (014722 – 014766)</p> <p>(b) The Council to receive and authorise the AdvantEdge Reports for April 2018 Proposed by Councillor Davies, Seconded by Councillor Tranter RESOLVED that the Council agree and authorise the AdvantEdge Report for April 2018:</p>

	<ul style="list-style-type: none"> - Bank Account Reconciliation Statement – Current Account - Financial Summary – Cashbook & Financial Statement <p>(c) The Council to receive and authorise the GPC Card Statement for April 2018. Proposed by Councillor Davies, Seconded by Councillor Parnaby RESOLVED that the Council agree and authorise the GPC Card Statement for April 2018.</p>
OCM18 / 025	<p>General Data Protection Regulation update</p> <p>A report and an update were provided by the Clerk regarding the General Data Protection Regulation and the work completed to ensure that the Town Council is in a positive place for compliance to the new regulation and the on-going work towards this.</p> <p>Proposed by Councillor Choudhary, Seconded by Councillor Parnaby RESOLVED that the Council acknowledge the work completed ensuring the Town Council is in a positive place for compliance to the new regulation and authorise the use of the following documents;</p> <ul style="list-style-type: none"> o Consent Form o Consent Form Cllrs o Data Controller Information o Personal Data Breach Procedure o Principles and Key changes o Privacy Notice o Privacy Notice Cllrs, Staff & Roll Holders
OCM18 / 026	<p>Event Update - RBL Event</p> <p>The Council received an update from the Clerk and the Project Officer with regard to the RBL Event.</p>
OCM18 / 027	<p>Queens Award for Voluntary Services</p> <p>A report and update were provided by the Clerk regarding the Queens Award for Voluntary Services and a discussion was held if the Town Council wanted to nominate any voluntary run organisation within the parish area.</p> <p>The Clerk recommended the Council consider Wrekin Riders and Telford Juniors to be nominated by Great Dawley Town Council for this award.</p> <p>Councillor Parnaby asked the Council to also consider the Carers Partnership Board, an organisation ran by volunteers in Telford & Wrekin, to be also nominated.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Choudhary RESOLVED that the Council agree to recommend for Wrekin Riders, Telford Juniors and the Carers Partnership Board to be recommended by Great Dawley Town Council for the Queens Award for Voluntary Services.</p>
OCM18 / 028	<p>iPad Update Report</p> <p>A report and update were provided by the Deputy Clerk regarding the repair required to the iPad.</p> <p>Proposed by Councillor Choudhary, Seconded by Councillor Parnaby RESOLVED that the Council retrospectively approve the payment of £100.00 toward the costs of repair to the iPad.</p>
OCM18 / 029	<p>Update Report on the Shutters Projects as part of the PiYHS Grant</p> <p>A report and update were provided by the Project Officer regarding the shutter project delivered as part of the PiYHS grant funding from Telford & Wrekin Council.</p> <p>Due to the success and high demand for the project the Project Officer recommended to Council for the use of £1,500.00 from the remaining shop frontage grant funding to be used to finish off the remaining shutters.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Tranter</p>

	<p>RESOLVED that the Council agree for £1,500.00 to be allocated to the shutter painting project from the shop frontage grant scheme and for the Clerk to have delegated authority to spend the £1,500.00 for the painting of more shutters within Dawley High Street.</p>
OCM18 / 030	<p>Update report on Bandstand Damage A report and update were provided by the Projects Officer regarding the damage to the Bandstand in Dawley High Street following the upgrade works completed by the Town Council.</p> <p>Councillor Choudhary asked why the Town Council were responsible for this damage. It was confirmed that under the licence granted from Telford & Wrekin that any damage that forms part of the upgrade works would remain the responsibility of the Town Council.</p> <p>Councillor Davies asked the Clerk to contact Telford & Wrekin and discuss a possible transfer of the asset to the Town Council.</p> <p>Proposed by Councillor Tranter, Seconded by Councillor Salter RESOLVED that the Council agree and approve for the Clerk to have authority to spend up to £587.00 to complete the repair work to the Bandstand and for this funding to be paid from the Repairs & Maintenance budget.</p>
OCM18 / 031	<p>An Offer from the PCC John Campion – We Don't Buy Crime A report and update were provided by the Clerk regarding the information received from the PCC John Campion detailing the offer relating to the PCC project We Don't Buy Crime.</p> <p>Councillor Davies asked for the Town Council staff to work with the ICM team to identify the top 20/30 properties within the parish boundary that may be in a hot spot area and return to the next Council meeting with the costs for this project.</p> <p>Councillor Davies asked for the Town Council staff to ensure that items belonging to the Town Council and Dawley Town Hall also form part of the project for smartwater.</p> <p>Councillor Davies asked for the Town Council staff to approach the Wrekin housing Scheme to be a partner in this project, in the form of a bungalow scheme.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Tranter RESOLVED that the Council agree for the Town Council staff to work with the ICM team and approach the Wrekin Housing Trust to be part of the project. For the Town Council team to provide information at the next Council meeting on the costs for smartwater project in the parish area.</p>
OCM18 / 032	<p>Clerks Report The Clerk gave a verbal update on the Clerks report provided giving an outline of the Clerks and Councils Staff actions and projects during the previous month – May 2018.</p> <p>The Clerk provided the Council with an update on the information provided with regard to the public consultation on the NHS Future Fit Programme involving the Princess Royal Hospital in light of the Council's previous position and the next Council meeting being an Executive meeting and not Ordinary Council meeting.</p> <p>Councillor Davies gave an update on the NHS Future Fit Programme and the options being considered as part of the consultation.</p> <p>Proposed by Councillor Randle, Seconded by Councillor Parnaby Abstained by Councillor Choudhary, Dunne and Tranter RESOLVED that the Council support Option 2 from the NHS Future Fit Programme and the Town Council believes that if Shropshire, Telford and Wrekin and Mid Wales have £312m to spend on hospitals we must get the most and best for the money. The Council backs Option 2 which will give the local NHS at least an extra £3.3m each year to spend on more GPs and nurses and will give this view in the consultation. It is notes that Option 2 retains the Consultant-led Woman and Children Unit at the PRH which was opened 4 years ago at the cost of £28m and that two thirds of admissions to this unit are from patients whose closest</p>

	hospital is the PRH. It is furthermore acknowledged that if Telford loses its 24/7 full A&E it will be the biggest urban area in England without this. Option 2 would see planned care at the RSH, with over half of patients who require planned care closest hospital being the RSH. From the two options available this Council considers option 2 will mean a better NHS for everyone.
OCM18 / 033	Correspondence No correspondence had been received.
OCM18 / 034	Exclusion of Press and Public To resolve: That under Section 100(A) Local Government Act 1972, the press and public to be excluded from the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.
OCM18 / 035	Staffing Update The Clerk gave a verbal update on current staffing at the Town Council.
OCM18 / 036	Date of Next Meeting Executive Committee Meeting – 9 th July 2018 Dawley Town Hall -

The meeting ended at 8.28pm

Signed by:

Date: