

# GREAT DAWLEY TOWN COUNCIL



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## Minutes of the Annual Council Meeting of Great Dawley Town Council held on **14<sup>th</sup> May 2018 at 18:30 at Dawley Town Hall**

PRESENT: Councillors: Choudhary, Davies, Dunne, Heighway, Parnaby, Pinter, Randle, and Sahota

Staff: C Turner (Clerk), S Eccleston (Deputy Clerk), Ian Preece (Community Projects & Events Officer) Sarah Houlston (Project Officer) Claire Morris (Asset & Facilities Officer).

There were no members of the public present.

A quorum was present when decisions were made. Names present must be recorded.

The meeting was opened by Councillor Pinter, the retiring Mayor.

Councillor Pinter thanked the Town Council, it's Councillors and Staff for all the support during her time as the Mayor and informed the Council she had enjoyed her time and all the events she had attended.

ACM18 / 001	<p><b>Election of Mayor for the year 2018/2019</b></p> <p>Councillor Parnaby proposed, seconded by Councillor Heighway for Councillor Randle as position of Mayor and Councillor Randle accepted the proposal.</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Randle – 8 votes in favour, 0 against and 0 abstained.</p> <p><b>RESOLVED</b> that due to the democratic process Councillor Randle was duly elected as Mayor for Great Dawley for 2018/2019</p>
ACM18 / 002	<p><b>Declaration of Acceptance of Office of Mayor</b></p> <p>Councillor Randle signed the Declaration of Acceptance for Office of Mayor for</p>

	2018/19.
ACM18 / 003	<p><b>Mayor's remarks and welcome</b></p> <p>Councillor Randle thanked the Town Council for the honour of being elected and informed that he was very much looking forward to serving the community of Great Dawley for the next 12 months. Councillor Randle thanked Councillor Pinter, the departing Mayor, for the previous two terms and all her hard work during this period.</p>
ACM18 / 004	<p><b>Election of Deputy Mayor</b></p> <p>Councillor Heighway was nominated for the role of Deputy Mayor Proposed by Councillor Pinter, Seconded by Councillor Parnaby</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Heighway – 8 votes in favour, and 0 against. <b>RESOLVED</b> that the Council elected Councillor Heighway as Deputy Mayor for 2018/2019</p>
ACM18 / 005	<p><b>Declaration of Acceptance of Office of Deputy Mayor</b></p> <p>Councillor Heighway signed the Declaration of Acceptance for Office of Deputy Mayor for 2018/19.</p>
ACM18 / 006	<p><b>Election of Chair for the Executive Committee</b></p> <p>Councillor Davies was nominated as Chair of the Executive Committee for 2018/2019. Proposed by Councillor Heighway, Seconded by Councillor Pinter</p> <p>Councillor Sahota was nominated as chair of the Executive Committee for 2018/19. Proposed by Councillor Choudhary, there was not a seconder for this nomination. Therefore, this nomination could not be taken forward to vote.</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Davies – 7 votes in favour, 0 against and Councillor Choudhary abstained from voting. <b>RESOLVED</b> that the Council elected Councillor Davies as Chair of the Executive Committee for 2018/2019</p>
ACM18 / 007	<p><b>Declaration of Acceptance of Office of Chair for the Executive Committee</b></p> <p>Councillor Davies signed the Declaration of Acceptance for Office of Chair for the Executive Committee for 2018/19.</p>
ACM18 / 008	<p><b>Appointment of Vice- Chair for the Executive Committee</b></p> <p>Councillor Parnaby was nominated as Vice-Chair of the Executive Committee for</p>

	<p>2018/2019. Proposed by Councillor Davies, Seconded by Councillor Sahota</p> <p>Councillor Dunne was nominated as Vice-Chair of the Executive Committee for 2018/19. Proposed by Councillor Choudhary, Seconded by Councillor Dunne</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Parnaby – 6 votes in favour Councillor Dunne - 2 votes in favour</p> <p><b>RESOLVED</b> that the Council elected Councillor Parnaby as Vice-Chair of the Executive Committee for 2018/2019.</p> <p>Councillor Choudhary expressed his concern that the voting had been made towards a particular political party, the voting had been political and was not transparent.</p> <p>Councillor Davies informed the Council that Great Dawley Town Council operates in a transparent way and that the voting had been completed in a democratic due process.</p>
ACM18 / 009	<p><b>Declaration of Acceptance of Office of Vice-Chair for the Executive Committee</b> Councillor Parnaby signed the Declaration of Acceptance for Office of Vice-Chair for the Executive Committee for 2018/19.</p>
ACM18 / 010	<p><b>Apologies for absence</b> Proposed by Councillor Pinter, Seconded by Councillor Sahota <b>RESOLVED</b> that the Council accept the apologies for absence from Councillors: Lill, Rice, Salter, Sekhon and Turley.</p>
ACM18 / 011	<p><b>Minutes</b> <b><u>Annual Council Meeting – 15<sup>th</sup> May 2017</u></b> Proposed by Councillor Pinter, Seconded by Councillor Heighway. Councillors not present at the meeting abstained from voting - Councillor Dunne. <b>RESOLVED</b> that the Council receive the minutes and confirm these to be an accurate record of the Annual Council Meetings of the 15<sup>th</sup> May 2017.</p> <p><b><u>Ordinary Council Meeting – 12<sup>th</sup> March 2018.</u></b> Proposed by Councillor Pinter, Seconded by Councillor Heighway Councillors not present at the meeting abstained from voting - Councillor Heighway. <b>RESOLVED</b> that the Council receive the minutes and confirm these to be an accurate record of the Ordinary Council Meetings the 12<sup>th</sup> March 2018.</p>

ACM18 / 012	<p><b>Committee Minutes</b></p> <p><b><u>Executive Committee Meeting – 9<sup>th</sup> April 2018</u></b></p> <p>Proposed by Councillor Pinter, Seconded by Councillor Sahota. Councillors not present at the meetings abstained from voting – Councillors Choudhary, Davies, &amp; Dunne.</p> <p><b>RESOLVED</b> that the Council receive the minutes and confirm these to be an accurate record of the Executive Committee Meetings of the 9<sup>th</sup> April 2018.</p>
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ACM18 /  
013

**Appointment of Committees and Members of Committees.**

Executive Committee

Proposed by Councillor Davies, Seconded by Councillor Heighway

Abstained by Councillor Choudhary

**RESOLVED** that the Council appoint the following Councillors to the Executive Committee, with the Mayor and Deputy Mayor as Ex Officio members :

Councillors: Dunn, Davies, Lill, Parnaby, Pinter, Sahota, Sekhon, and Turley

Councillor Choudhary informed the Council that he did not want to be part of the Executive Committee.

Proposed by Councillor Heighway, Seconded by Councillor Randle

Abstained by Councillor Choudhary

**RESOLVED** that the Council appoint Councillor Salter to the Executive Committee.

Councillor Choudhary asked the Chair if a Councillor could be appointed to a Committee if they were not present at the meeting.

The Clerk informed the Council that this was acceptable, and the decision had been voted on and resolved.

Personnel Sub-Committee

Proposed by Councillor Davies, Seconded by Councillor Pinter

Abstained by Councillor Choudhary

**RESOLVED** that the Council appoint the following Councillors to the Personnel Sub-Committee, with the Mayor and Deputy Mayor as Ex Officio members:

Councillors: Davies, Dunne, Lill, Parnaby, and Pinter. For Councillor Parnaby to be elected as Chair and Councillor Pinter as Vice-Chair for the Personnel Sub-Committee.

Planning Sub-Committee

Proposed by Councillor Davies, Seconded by Councillor Pinter

Abstained by Councillor Choudhary

**RESOLVED** that Councillors Davies, Dunne, Heighway, Lill, Parnaby, Pinter, Randle, Rice, Sahota, Salter, Sekhon, Tranter, and Turley will be appointed to the planning Committee as and when a meeting is convened. Notification of Planning Applications by the Office Administrator on a weekly basis will continue. Councillors can call a Planning Meeting at any time to discuss applications by contacting the Clerk.

Councillor Choudhary informed the Council that he did not want to be part of the Planning Sub-Committee.

Councillor Sahota leaves the room and the meeting.

ACM18 / 014	<p><b>Review of Delegation Arrangements and Terms of Reference for Committees</b></p> <p>The Terms of Reference were reviewed for all meetings.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Heighway  <b>RESOLVED</b> that the Council accept and adopt the Delegation Arrangements and Terms of Reference for Committees.</p>
ACM18 / 015	<p><b>Standing Orders and Financial Regulations.</b></p> <p>The Standing Orders and Financial Regulations were reviewed.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Parnaby.  <b>RESOLVED</b> that the Council accept and adopt the Standing Orders and Financial Regulations.</p>
ACM18 / 016	<p><b>Review of Delegation Arrangements and appointment of Town Council representatives on outside bodies.</b></p> <p>Proposed by Councillor Pinter, Seconded by Councillor Randle  <b>RESOLVED</b> that the Council appoint Councillor Heighway as representative to the Bus User Group.</p> <p>Proposed by Councillor Pinter, Seconded by Councillor Parnaby  <b>RESOLVED</b> that the Council appoint Councillor Pinter as representative to the Friends of Dawley Park.</p> <p>Proposed by Councillor Randle, Seconded by Councillor Davies  <b>RESOLVED</b> that the Council appoint Councillor Randle as representative to the Parish Forum.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Pinter  <b>RESOLVED</b> that the Council appoint Councillor Sahota as representative to the Snow Warden Group.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Pinter  <b>RESOLVED</b> that the Council appoint Councillor Randle as representative to the Parish Charter Review Group.</p> <p>Proposed by Councillor Pinter, Seconded by Councillor Randle  <b>RESOLVED</b> that the Council appoint Councillor Choudhary as representative to the Wrekin Area Committee (WAC) and Shropshire Association of Local Councils (SALC).</p> <p>Proposed by Councillor Davies, Seconded by Councillor Randle  <b>RESOLVED</b> that the Council appoint Councillor Randle as representative to the National Association of Councillors.</p>

ACM18 / 017	<p><b>Vacancy on SALC Executive</b></p> <p>The Council received a verbal update and report from the Clerk regarding the current vacancy on the SALC Executive.</p>
ACM18 / 018	<p><b>Membership to Other Bodies.</b></p> <p>The Council agreed to renew the following subscriptions:</p> <ul style="list-style-type: none"> <li>○ SALC Membership (2018/19) - annual charge of £1,831.27</li> <li>○ LC Subscription - annual charge of £17.00</li> <li>○ Information Commissioner’s Office – Data Protection Registration - £50.00</li> </ul> <p>Proposed by Councillor Davies, Seconded by Councillor Parnaby</p> <p><b>RESOLVED</b> that the Council agreed to renew the subscriptions for the SALC Membership for 2018/19, LC Subscription and Information Commissioner’s Office.</p>
ACM18 / 019	<p><b>Review of Fixed Assets.</b></p> <p>The Deputy Clerk gave a verbal update on the report provided and informed the Council that the fixed assets should be reviewed at least annually for audit purposes.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Davies.</p> <p><b>RESOLVED</b> that the Council reviewed and approved the Fixed Assets register for 2018/19.</p>
ACM18 / 020	<p><b>Review of Insurance Cover.</b></p> <p>The Deputy Clerk gave a verbal update on the report provided and informed the Council that this years insurance would be the 3<sup>rd</sup> year of the 3 year contract for insurance cover. The Deputy Clerk confirmed that the renewal of the Insurance cover would be procured during the next 6 months and a report would be presented to a future Council meeting.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Choudhary.</p> <p><b>RESOLVED</b> that the Council reviewed the insurance cover and agree to the insurance for 2018/19.</p>
ACM18 / 021	<p><b>Review of the Complaints Procedure</b></p> <p>Proposed by Councillor Davies, Seconded by Councillor Parnaby.</p> <p><b>RESOLVED</b> that the Council <b>approved</b> the Council’s Complaints Procedure which was reviewed in September 2014.</p>
ACM18 / 022	<p><b>Review of the Publication Scheme</b></p> <p>Proposed by Councillor Davies, Seconded by Councillor Heighway.</p> <p><b>RESOLVED</b> that the Council <b>approved</b> the Council’s Publication Scheme which was reviewed in September 2014.</p>

ACM18 / 023	<p><b>Review of the Communication Policy</b> Proposed by Councillor Davies, Seconded by Councillor Heighway. <b>RESOLVED</b> that the Council <b>approved</b> the Council's Communication Policy which was reviewed in September 2014.</p>
ACM18 / 024	<p><b>Dates of Town Council meetings and Committee meetings.</b> Proposed by Councillor Davies, Seconded by Councillor Heighway. <b>RESOLVED</b> that the Council <b>approved</b> the dates of Council and Committee meetings previously circulated for 2018/19. That there would not be a Council meeting in April and that the Annual Council meeting would take place the Monday following the election. All meetings will be held at Dawley Town Hall.</p>
ACM18 / 025	<p><b>Health &amp; Safety Annual Statement</b> Proposed by Councillor Heighway, Seconded by Councillor Parnaby <b>RESOLVED</b> that the Council <b>approved</b> the Council's Health &amp; Safety Annual Statement.</p>
ACM18 / 026	<p><b>Report on the Audit Process for Year Ending 2017/2018.</b> The Deputy Clerk provided the Council with a verbal update on the report provided regarding the audit process for year ending 2017/2018.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Randle <b>RESOLVED</b> that the Council acknowledge the update on the external audit process for 2017/18.</p>
ACM18 / 027	<p><b>Borough Councillors</b></p> <p>Councillor Davies informed the Council that he would provide an update at the next Council meeting, this was due to the number of items on the agenda.</p> <p>Councillor Pinter informed the Council that she would be attending the Garden Party at Buckingham Palace the next day and would give a full update at the next Council meeting.</p>



ACM18 /  
028

## Grants

The Council reviewed the grant applications.

(a) Voluntary Organisations

Proposed Councillor Parnaby, Seconded by Councillor Heighway  
Abstained by Councillor Choudhary, Davies and Pinter

**RESOLVED** that the Council award the grant request received from Dawley Social Club for £250.00 to purchase materials to enhance the external appearance of the site in King Street Offering work experience to those unemployed on placement from the local Job Junction.

Proposed Councillor Davies, Seconded by Councillor Pinter

**RESOLVED** that the Council award the grant request received from St Leonards Church, Malinslee for £250.00 to support the brass band and choir concert on Saturday 7<sup>th</sup> July 2018 to celebrate Telford@50 and to keep the tickets at an affordable price.

Proposed Councillor Pinter, Seconded by Councillor Parnaby

**RESOLVED** that the Council award the grant requests received from Telford Juniors; Disability Key Team, Disability Navy Team, Seniors Team, u15's Team, u8's Team and u10's Team for £250.00 each, a total of £1,500.00, for equipment and kit.

The Clerk was asked to contact Telford Juniors Club and make an enquiry if any further support was required following the theft of equipment from the site at Doseley Road.

(b) Partnership Fund

The Clerk provided a verbal update on the report regarding Crucial Crew for 2018.

Proposed Councillor Davies, Seconded by Councillor Heighway

**RESOLVED** that the Council pay a contribution of £2.00 per student who attend from schools within the parish area, who are eligible to attend the Crucial Crew for 2018. For a total spend of £402.00 to be allocated from the partnership fund. For the Clerk to inform Head Teachers and for the Clerk to inform Telford & Wrekin of this contribution

(c) Ward Councillors Pride Fund

The Clerk provided a verbal update on the report regarding the request received from Councillor Davies and Councillor Sahota.

Proposed Councillor Pinter, Seconded by Councillor Heighway

**RESOLVED** that the Council match fund the £50 ward Councillor Pride Fund for Cllr Shaun Davies to Old Park School – Year 6 Learning Trip to Liverpool and to match fund the £50 ward Councillor Pride Fund for Cllr Kuldip Sahota to Old Park School – Year 6 Learning Trip to Liverpool.

	<p>(d) <u>Shop Frontage Scheme</u>  Proposed Councillor Pinter, Seconded by Councillor Heighway  <b>RESOLVED</b> that the Council award the grant request received from Dillingers Barbershop for £250.00 from the Shop frontage Improvement Scheme.</p> <p>Proposed Councillor Pinter, Seconded by Councillor Randle  <b>RESOLVED</b> that the Council award the grant request received from Thomas Costumes &amp; Party Hire for £250.00 from the Shop frontage Improvement Scheme.</p> <p>(e) Voluntary Organisations - Christmas Grants  There were no grants for the Council to consider.</p>
ACM18 / 028	<p><b>Finance</b></p> <p>(a) The Council to receive and authorise Cheque List for March 2018 (014697 - 014722)  Proposed by Councillor Davies, Seconded by Councillor Heighway  <b>RESOLVED</b> that the Council agreed and authorised the cheque list for March 2018 (014697 – 014722)</p> <p>(b) The Council to receive and authorise the AdvantEdge Reports for March 2018  Proposed by Councillor Davies, Seconded by Councillor Heighway  <b>RESOLVED</b> that the Council agree and authorise the AdvantEdge Report for March 2018:</p> <ul style="list-style-type: none"> <li>- Bank Account Reconciliation Statement – Current Account</li> <li>- Financial Summary – Cashbook &amp; Financial Statement</li> </ul> <p>(c) The Council to receive and authorise the GPC Card Statement for February and March 2018.  Proposed by Councillor Heighway, Seconded by Councillor Parnaby  <b>RESOLVED</b> that the Council agreed and authorised the GPC Card Statement for February and March 2018.</p>
ACM18 / 029	<p><b>Update Report on Events 2018 / 2019</b>  The Community Events &amp; Projects Officer provided a verbal update on the report provided for Malinslee &amp; Dawley Bank Community Day to be held on 2<sup>nd</sup> June 2018.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Pinter.  <b>RESOLVED</b> that the Council acknowledge and agree the timings and layout of Malinslee &amp; Dawley Bank Day and to the activities and entertainment to take place.</p>

ACM18 / 030	<p>The Community Events &amp; Projects Officer provided a verbal update on the report provided for Dawley Day to be held on 30<sup>th</sup> June 2018.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Heighway.  <b>RESOLVED</b> that the Council acknowledge and agree the timings and layout of Dawley Day and to the activities and entertainment to take place.</p>
ACM18 / 031	<p>The Community Events &amp; Projects Officer provided a verbal update on the report provided for the Whitsun half term holiday Events to be held on Wednesday 30<sup>th</sup> May 2018, Thursday 31<sup>st</sup> May 2018 and Friday 1<sup>st</sup> June 2018.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Pinter.  <b>RESOLVED</b> that the Council acknowledge the Whitsun half term holiday activities to take place.</p> <p>A formal thank you was provided by the Council to the Community Events &amp; Projects Officer.</p>
ACM18 / 032	<p><b>Update on the Great Dawley Breakfast Club</b></p> <p>The Project Officer provided the Council with a verbal update on the report provided for the Great Dawley Breakfast Club.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Heighway.  <b>RESOLVED</b> that the Council acknowledge this report and the actions to be implemented following the review of the Easter Holiday Breakfast Club sessions and for the clerk to have delegated authority to spend the £2,500.00 if it is allocated from Telford &amp; Wrekin Council to the running of the Great Dawley Breakfast Club.</p> <p>Councillor Davies asked for community transport to be investigated and the various ways community transport could be delivered, hire company, Telford aftercare team, etc. A pick-up timetable including locations could be published as part of this project. A report on the findings to be presented a future Town Council meeting.</p>
ACM18 / 033	<p><b>Update report on the Veolia Grant</b></p> <p>The Project Officer provided the Council with a verbal update on the report provided regarding the premises update for 3-4 New Street and the Veolia grant.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Dunne  <b>RESOLVED</b> that the Council agree For the clerk to have delegated authority to spend £10,000 from the GDTC Budget 2018/2019 and £10,000 from the Dawley Regeneration Earmarked Reserve for the renovation project of 3-4 New Street. For the chosen contractor to be Granville Construction. For the Project Officer in consultation with the Clerk and the Chair to spend the allocated funds prioritising the work needed.</p>

	<p>Councillor Davies asked for a report to be presented at the next Executive Committee meeting to totally finish off the building both inside and outside and for the Council to understand the additional funding required for this.</p>
ACM18 / 034	<p><b>Update report on Damaged Wall at Dawley Town Hall</b>  The Asset &amp; Facilities Officer provided the Council with a verbal update on the report regarding the damaged wall at Dawley Town Hall.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Pinter  <b>RESOLVED</b> that the Council agree and approve the rebuilding of the wall by Granville Construction and to reclaim the costs through Zurich Insurance.</p>
ACM18 / 035	<p><b>Fairshare Credit Union</b>  The Deputy Clerk provided the Council with a verbal update on the report regarding the Fairshare Credit Union.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Heighway  <b>RESOLVED</b> that the Council decline the offer of investment through Fairshare Credit Union.</p> <p>Councillor Davies asked for Just Credit – Shrewsbury to be contacted and a discussed held for Great Dawley to invest with them.</p>
ACM18 / 036	<p><b>Clerks Report</b>  The Clerk provided the Council with a verbal update on the Clerks report provided and Councillors were given an opportunity to ask the Clerk questions.</p>
ACM18 / 037	<p><b>Correspondence</b>  There were no items of correspondence.</p>
ACM18 / 038	<p><b>Exclusion of Press and Public</b>  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.</p>
ACM18 / 039	<p><b>Staffing Update</b>  The Clerk gave an update on current staffing at the Town Council and tabled a report at the meeting.</p>
ACM18 / 040	<p><b>Date of Next Meeting</b>  Executive Committee Meeting – 11<sup>th</sup> June 2018 - Dawley Town Hall</p>

**Meeting closed at 8.15pm**