

# GREAT DAWLEY TOWN COUNCIL



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## Minutes of the Annual Council Meeting of Great Dawley Town Council held on **15 May 2017 at 19:00 at Dawley House**

PRESENT: Councillors: Choudhary, Davies, Heighway, Lill, Parnaby, Pinter, Randle, Salter, and Sekhon

Staff: C Turner (Clerk), S Eccleston (Deputy Clerk), Ian Preece (Community Projects & Events 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

ACM17 / 001	<p><b>Election of Mayor for the year 2017/2018</b></p> <p>Councillor Choudhary asked the Mayor why the Town Council did not have an election to select the Mayor and why it was not voted for by the residents.</p> <p>Councillor Davies explained that the election of Mayor at Great Dawley operates under the same rules and procedure as with all Town Councils up and down the country. Councillor Davies explained that to change this to complete an election process would cost the residents an enormous amount of money each year and would tie up staff for a number of months to complete.</p> <p>Councillor Choudhary insisted that in his opinion the Town Council should be considering an election for Mayor.</p> <p>Councillor Parnaby said in his opinion that a democratic process had already taken place as every 4 years an election took place where the residents voted.</p>
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	<p>Councillor Sekhon proposed, seconded by Councillor Parnaby for Councillor Pinter as position of Mayor and Councillor Pinter accepted the proposal.</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Pinter – 6 votes in favour, 0 against and Councillor Choudhary, Pinter, and Randle abstained.</p> <p><b>RESOLVED</b> that due to the democratic process Councillor Pinter was duly elected as Mayor for Great Dawley for 2017/2018</p> <p>Councillor Choudhary informed the Council that he believed that other Councillor’s should have an opportunity to be Mayor and should not be the same Mayor every year.</p>
ACM17 / 002	<p><b>Declaration of Acceptance of Office of Mayor</b> Councillor Pinter signed the Declaration of Acceptance for Office of Mayor for 2017/18.</p>
ACM17 / 003	<p><b>Mayor’s remarks and welcome</b> Councillor Pinter thanked the Council for their continued support and said she was very much looking forward to representing Great Dawley for a second year.</p>
ACM17 / 004	<p><b>Election of Deputy Mayor</b> Councillor Randle was nominated for the role of Deputy Mayor Proposed by Councillor Pinter, Seconded by Councillor Salter</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Pinter – 8 votes in favour, 0 against and Councillor Choudhary abstained.</p> <p><b>RESOLVED</b> that the Council elected Councillor Randle as Deputy Mayor for 2017/2018</p> <p>Councillor Choudhary asked the Clerk to formally minute he had abstained and to note the reason for this was that he believed that other Councillor’s should have an opportunity to be Deputy Mayor and should not be the same Deputy Mayor every year.</p>
ACM17 / 005	<p><b>Declaration of Acceptance of Office of Deputy Mayor</b> Councillor Randle signed the Declaration of Acceptance for Office of Deputy Mayor for 2017/18.</p>
ACM17 / 006	<p><b>Election of Chair for the Executive Committee</b> Councillor Davies was nominated as Chair of the Executive Committee for 2017/2018.</p>

	<p>Proposed by Councillor Randle, Seconded by Councillor Pinter</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Davies – 9 votes in favour, 0 against and 0 abstained. <b>RESOLVED</b> that the Council elected Councillor Davies as Chair of the Executive Committee for 2017/2018</p>
ACM17 / 007	<p><b>Declaration of Acceptance of Office of Chair for the Executive Committee</b> Councillor Davies signed the Declaration of Acceptance for Office of Chair for the Executive Committee for 2017/18.</p>
ACM17 / 008	<p><b>Appointment of Vice- Chair for the Executive Committee</b> Councillor Heighway was nominated as Vice-Chair of the Executive Committee for 2017/2018.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Randle</p> <p>No further nominations were put forward.</p> <p>Results of vote: Councillor Heighway – 9 votes in favour, 0 against and 0 abstained. <b>RESOLVED</b> that the Council elected Councillor Heighway as Vice-Chair of the Executive Committee for 2017/2018.</p>
ACM17 / 009	<p><b>Declaration of Acceptance of Office of Vice-Chair for the Executive Committee</b> Councillor Heighway signed the Declaration of Acceptance for Office of Vice-Chair for the Executive Committee for 2017/18.</p>
ACM17 / 010.	<p><b>Apologies for absence</b> Proposed by Councillor Randle, Seconded by Councillor Heighway <b>RESOLVED</b> that the Council accept the apologies for absence from Councillors: Dillon, Rice, Sahota Turley and Tranter.</p>
ACM17 / 011	<p><b>Minutes</b> <b><u>Annual Council Meeting – 9<sup>th</sup> May 2016</u></b> Proposed by Councillor Randle, Seconded by Councillor Salter. Councillors not present at the meeting abstained from voting. <b>RESOLVED</b> that the Council confirm the minutes of the Annual Council Meetings of the 9<sup>th</sup> May 2016.</p> <p><b><u>Ordinary Council Meeting – 13<sup>th</sup> March 2017.</u></b> Proposed by Councillor Davies, Seconded by Councillor Randle. Councillors not present at the meeting abstained from voting. <b>RESOLVED</b> that the Council receive the minutes of the Ordinary Council Meetings the 13<sup>th</sup> March 2017</p>

ACM17 / 012	<p><b>Committee Minutes</b>  <b><u>Executive Committee Meeting – 10<sup>th</sup> April 2017</u></b>  Proposed by Councillor Davies, Seconded by Councillor Pinter.  Councillors not present at the meetings abstained from voting.  <b>RESOLVED</b> that the Council confirm the minutes of the Executive Committee Meetings of the 10<sup>th</sup> April 2017.</p>
ACM17 / 013	<p><b>Appointment of Committees and Members of Committees.</b>  <b><u>Executive Committee</u></b>  Proposed by Councillor Davies, Seconded by Councillor Randle  <b>RESOLVED</b> that the Council appoint the following Councillors to the Executive Committee, with the Mayor and Deputy Mayor as Ex Officio members :  Councillors: Choudhary, Lill, Parnaby, Sahota, Salter, Sekhon, and Turley</p> <p><b><u>Personnel Sub-Committee</u></b>  Proposed by Councillor Davies, Seconded by Councillor Parnaby  <b>RESOLVED</b> that the Council appoint the following Councillors to the Personnel Sub-Committee, with the Mayor and Deputy Mayor as Ex Officio members:  Councillors: Choudhary, Heighway, Parnaby, Tranter and Turley. For Councillor Turley to be elected as Chair and Councillor Heighway as Vice-Chair for the Personnel Sub-Committee.</p> <p><b><u>Planning Sub-Committee</u></b>  Proposed by Councillor Davies, Seconded by Councillor Parnaby  <b>RESOLVED</b> that all Councillors 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.</p>
ACM17 / 014	<p><b>Review of Delegation Arrangements and Terms of Reference for Committees</b>  The Terms of Reference were reviewed for all meetings.</p> <p>Proposed by Councillor Salter, Seconded by Councillor Lill  <b>RESOLVED</b> that the Council accept and adopt the Delegation Arrangements and Terms of Reference for Committees.</p>
ACM17 / 015	<p><b>Standing Orders and Financial Regulations.</b>  The Standing Orders and Financial Regulations were reviewed.</p> <p>Proposed by Councillor Randle, Seconded by Councillor Sekhon.  <b>RESOLVED</b> that the Council accept and adopt the Standing Orders and Financial Regulations.</p>

ACM17 / 016	<p><b>Review of Delegation Arrangements and appointment of Town Council representatives on outside bodies.</b></p> <p>Proposed by Councillor Lill, Seconded by Councillor Randle  <b>RESOLVED</b> that the Council appoint the following Councillors as representatives to outside bodies:</p> <table border="1" data-bbox="419 465 1353 719"> <tr> <td>Bus User Group</td> <td>Councillor Heighway</td> </tr> <tr> <td>Friends of Dawley Park</td> <td>Councillors Pinter</td> </tr> <tr> <td>Snow Warden Liaison</td> <td>Councillor Sahota</td> </tr> <tr> <td>Parish Charter Review Group</td> <td>Councillor Parnaby</td> </tr> <tr> <td>WAC (SALC)</td> <td>Councillors Choudhary</td> </tr> <tr> <td>National Association of Councillors</td> <td>The Chair &amp; the Clerk</td> </tr> </table>	Bus User Group	Councillor Heighway	Friends of Dawley Park	Councillors Pinter	Snow Warden Liaison	Councillor Sahota	Parish Charter Review Group	Councillor Parnaby	WAC (SALC)	Councillors Choudhary	National Association of Councillors	The Chair & the Clerk
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ACM17 / 017	<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 Salter, Seconded by Councillor Parnaby.  <b>RESOLVED</b> that the Council reviewed and approved the Fixed Assets register.</p>												
ACM17 / 018	<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 informed the Council and provided information on the reason for the increase for 2017/18 was due to the purchase of the building next to the Town Hall.</p> <p>Proposed by Councillor Choudhary, Seconded by Councillor Parnaby.  <b>RESOLVED</b> that the Council reviewed the insurance cover and agree to the increase in the premium for 2017/18.</p> <p>Councillor Choudhary asked the Clerk to formally minute a thank you to the Deputy Clerk for all the work completed on the Insurance Cover for the Town Council.</p>												
ACM17 / 019	<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>○ Information Commissioner’s Office – Data Protection Registration</li> <li>○ SALC - Affiliation Fee</li> </ul> <p>Proposed by Councillor Choudhary, Seconded by Councillor Sekhon  <b>RESOLVED</b> that the Council agreed to renew the subscriptions for the ICO and SALC for 2017/18.</p>												

ACM17 / 020	<p><b>Review of the Complaints Procedure</b></p> <p>Councillor Choudhary raised a question for the Council, he asked that the Complaints Procedure could be explained and what it is used for.</p> <p>Councillor Davies explained the reason for the Complaints Procedure and when it would be used by the Town Council.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Lill.  <b>RESOLVED</b> that the Council <b>approved</b> the Council's Complaints Procedure which was reviewed in September 2014.</p>
ACM17 / 021	<p><b>Review of the Publication Scheme</b></p> <p>Proposed by Councillor Salter, Seconded by Councillor Sekhon.  <b>RESOLVED</b> that the Council <b>approved</b> the Council's Publication Scheme which was reviewed in September 2014.</p>
ACM17 / 022	<p><b>Review of the Communication Policy</b></p> <p>Councillor Lill raised a question for the Council regarding the Communication Policy also including safeguarding, in particularly around social media and the increased use of this avenue of communication for the Town Council.</p> <p>The Clerk informed the Council that this could be reviewed.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Heighway.  Councillor Choudhary abstained from voting.  <b>RESOLVED</b> that the Council <b>approved</b> the Council's Communication Policy which was reviewed in September 2014 and for the Clerk to review this policy to incorporate safeguarding with social media.</p>
ACM17 / 023	<p><b>Dates of Town Council meetings and Committee meetings.</b></p> <p>Proposed by Councillor Randle, Seconded by Councillor Lill.  <b>RESOLVED</b> that the Council <b>approved</b> the dates of Council and Committee meetings previously circulated. All meetings will be held at Dawley Town Hall.</p>
ACM17 / 024	<p><b>SLA for PET Team</b></p> <p>The Clerk provided the Council with an update on the SLA for the PET Team.</p> <p>Councillor Choudhary raised a question, did this refer to the PET Team that works in Malinslee and Dawley? The Clerk Confirmed it was.</p> <p>Proposed by Councillor Salter, Seconded by Councillor Heighway  <b>RESOLVED</b> that the Council agree and approve the SAL between Telford &amp; Wrekin Council and Great Dawley Town Council in respect of the Parish Environmental Team for 2017 to 2019 and authorise the Clerk to sign the SLA on behalf of Great Dawley Town Council.</p>

ACM17 / 025	<p><b>Report on the Survey of 3 &amp; 4 New Street, Dawley.</b></p> <p>Councillor Choudhary raised a question with the Council, he asked if a condition survey was completed at the time of purchase? The Clerk confirmed that a condition survey was completed at that time. This the request was for a renovation / schedule of works to be completed on the requirements for the renovation needed on the building.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Heighway.</p> <p><b>RESOLVED</b> that the Council authorise the survey to be conducted at the cost of £1,650 by Telford &amp; Wrekin Council for the schedule of works required for the renovation on 3 &amp; 4 New Street. Dawley. For this to be funded through the maintenance budget.</p>
ACM17 / 026	<p><b>Report on the Project with Pupils from Dawley C of E School</b></p> <p>The Clerk provided the Council with details on the proposed project with the pupils from Dawley C of E School regarding raising awareness within the community of dog owners picking up after their dogs in Dawley Park and around the School.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Lill</p> <p><b>RESOLVED</b> that the Council approve for the Neighbourhood Officer to work with the school to run a competition for designs to raise awareness within the community on the issues of dog owners picking up after their dogs. To authorise the Clerk to spend up to £400.00 for the signs to be displayed, for the funding to be allocated from the General Reserve. To authorise the Clerk, in consultation with the Chair, to write a joint press release with Dawley C of E to highlight the project to the community.</p>
ACM17 / 027	<p><b>Report on Events - Dawley Day and Malinslee &amp; Dawley Bank Day</b></p> <p>The Community Projects &amp; Events Officer provided a verbal update on the event reports for Dawley Day and Malinslee &amp; Dawley Bank Day.</p>

Meeting closed at 7.45pm