

# GREAT DAWLEY TOWN COUNCIL



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## Minutes of the Annual Council Meeting of Great Dawley Town Council held on **18 May 2015 at 19:00 at Dawley House**

PRESENT: Councillors: Choudhary, Davies, Dillon, Heighway, Pinter, Randle, Rice, Salter, Sekhon and Tranter.

Staff: C Turner (Clerk), C Binnington (Assistant to the Clerk).

There was one member of the public present.

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

1. **Election of Chair for the year 2015/2016**  
 Proposed by Councillor Pinter, Seconded by Councillor Salter  
**RESOLVED** that the Council re-elect Councillor Davies as Chair for 2015/2016
2. **Chair – Declaration of Acceptance of Office of Chair**  
 Councillor Davies signed the Declaration of Acceptance of Office of Chair.
3. **Chair's remarks and welcome**  
 The Chair welcomed all present to the meeting.
4. **Election of Vice-Chair**  
 Proposed by Councillor Pinter, Seconded by Councillor Tranter  
**RESOLVED** that the Council elect Councillor Duce as Vice-Chair for 2015/2016.
5. **Apologies for absence**  
 Proposed by Councillor Pinter, Seconded by Councillor Salter  
**RESOLVED** that the Council accept the apologies for absence from Councillors: Duce, Sahota, Turley and Wharton.

6. **Code of Conduct.**

The Chair reminded all present of the Code of Conduct.

7. **Register of Members' Disclosable Pecuniary Interests**

Committee members were reminded that they should disclose any Pecuniary Interests.

8. **Minutes.**

Proposed by Councillor Pinter, Seconded by Councillor Salter.  
Councillors not present at the meetings abstained from voting.

**RESOLVED** that the Council confirm the minutes of the following meetings:

Extra-ordinary Meeting	14 July 2014
Ordinary Council Meeting	16 March 2015

9. **Committee minutes.**

Proposed by Councillor Salter, Seconded by Councillor Sekhon.  
Councillors not present at the meetings abstained from voting.

**RESOLVED** that the Council receive the minutes of the following Committee meetings:

Executive Committee	9 March 2015
Entertainment Sub-Committee	9 March 2015

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

Executive Committee

Proposed by Councillor Heighway, Seconded by Councillor Choudhary.

**RESOLVED** that the Council appoint the following Councillors to the Executive Committee:

Councillors: Choudhary, Pinter, Randle, Rice, Salter, Turley and Wharton

Entertainment Sub-Committee

Proposed by Councillor Heighway, Seconded by Councillor Tranter.

**RESOLVED** that the Council appoint the following Councillors to the Entertainment Sub-Committee:

Councillors: Heighway, Pinter, Rice, Sahota, Salter, Sekhon and Wharton

Personnel Sub-Committee

Proposed by Councillor Salter, Seconded by Councillor Randle

**RESOLVED** that the Council appoint the following Councillors to the Personnel Sub-Committee:

Councillors: Choudhary, Dillon, Pinter, Tranter and Turley

All Councillors will be notified on a weekly basis of Planning Applications and can

contact the Assistant to the Clerk if they wish to call a Planning Meeting.

**11. Review of Delegation Arrangements and appointment of Town Council representatives on outside bodies.**

Proposed by Councillor Randle, Seconded by Councillor Tranter.

**RESOLVED** that the Council appoint the following Councillors as representatives to outside bodies:

Bus User Group	Councillor Salter
Friends of Dawley Park	Councillors Pinter & Rice
DRP	Councillors Pinter & Rice
Snow Warden Liaison	Councillor Tranter
Parish Charter Review Group[	Councillor Pinter
WAC (SALC)	Councillors Choudhary & Randle
National Association of Councillors	The Chair & the Clerk

**12. Standing Orders and Financial Regulations.**

Proposed by Councillor Pinter, Seconded by Councillor Choudhary.

**RESOLVED** that the Council refer the review of Standing Orders and Financial Regulations to the Council's Executive Committee.

**13. Appointment of Town Council Representative on Outside Bodies.**

See item 11.

**14. Power of General Competence.**

The Council are currently not eligible for use of the Power of General Competence, but the Clerk explained that once she has completed her CiLCA qualification she will apply for the power.

**15. Review of assets.**

Proposed by Councillor Pinter, Seconded by Councillor Tranter.

**RESOLVED** that the Council review the Fixed Assets register which was approved by the Council on 31 March 2014 with changes made on the 15 March 2015.

**16. Review of Insurance Cover.**

The Clerk explained that the Council's insurance cover is due for renewal with effect from the 1st June 2015. The Council is currently with Zurich Insurance and the Clerk recommended that the Council enter into a three year agreement with Zurich Insurance which would provide a saving of £750.

Proposed by Councillor Rice, Seconded by Councillor Randle.

**RESOLVED** that the Council task the Clerk to accept the three year agreement with Zurich Insurance.

**Membership/subscriptions.**

17. The Council agreed to renew the following subscriptions:

Information Commissioner's Office – Data Protection Registration

Proposed by Councillor Salter, Seconded by Councillor Sekhon.

**RESOLVED** that the Council agreed to renew the Data Protection Registration.

SALC - Affiliation Fee

Proposed by Councillor Pinter, Seconded by Councillor Sekhon.

**RESOLVED** that the Council agreed to renew the SALC Affiliation Fee

LCR – Magazine Subscription

Proposed by Councillor Pinter, Seconded by Councillor Rice.

**RESOLVED** that the Council agreed to renew the LCR subscription.

**Review of the Complaints Procedure**

18. Proposed by Councillor Tranter, Seconded by Councillor Heighway.

**RESOLVED** that the Council **approved** the Council's Complaints Procedure which was reviewed in September 2014.

**Review of the Publication Scheme**

19. Proposed by Councillor Randle, Seconded by Councillor Pinter.

**RESOLVED** that the Council **approved** the Council's Publication Scheme which was reviewed in September 2014.

**Review of the Communication Policy**

20. Proposed by Councillor Heighway, Seconded by Councillor Randle.

**RESOLVED** that the Council **approved** the Council's Communication Policy which was reviewed in September 2014.

**Dates of Town Council meetings and Committee meetings.**

21. Proposed by Councillor Pinter, Seconded by Councillor Rice.

**RESOLVED** that the Council **approved** the dates of Council and Committee meetings previously circulated, to include the following.

- June meeting to agree the Annual Return
- A scheduled fourth meeting of the Council in September or October (e.g. Review of
- Internal Control)
- January meeting to agree the Precept
- March meeting to resolve year end issues
- Annual Meeting in May

### **Finance**

22. Proposed by Councillor Pinter, Seconded by Councillor Salter

**RESOLVED** that the Committee receive and authorise AdvantEdge Reports for March 2015.

### **Funding Opportunity**

23. The Clerk gave an update on the Aviva Community Fund bid which has requested £1000 for a Friday Community Lunch Group. TCAT students will cook a roast dinner for £3.75 from September 2015 and the funding is to get the club off the ground.

### **Quotes**

24. **Invitations to quote for the following services:**

ITQ Website Update – closing date 8 May 2015

No one in house to provide this service. 4 quotes received. **Supplier A** recommended by the Clerk based on what is being delivered and overall specification rather than best value.

Proposed by Councillor Heighway, Seconded by Councillor Tranter

**RESOLVED** that the Committee accept the Clerk's recommendation to use supplier A.

Entertainment Update – closing date 27 May 2015

Christmas Lights

Clerk requested to proceed with obtaining quotes to provide Christmas lights.

Proposed by Councillor Randle, Seconded by Councillor Pinter

**RESOLVED** that the Committee task the Clerk to obtain quotes for the Christmas lights.

### **Exclusion of Public and Press**

25. **RESOLVED:** That under Section 100(A) of the Local Government Act 1972 , the public and press be excluded for 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'

### **Staffing Matters**

26.       **a) Apprenticeship 2015/2016**  
            Update on current apprenticeship
- b) Building Manager Position**  
            Agree who is going to interview for the Building Manager post

Meeting closed at 8.30pm

