

GREAT DAWLEY TOWN COUNCIL



Great Dawley Town Council
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ANNUAL COUNCIL

Summons

To all members of Great Dawley Town Council – Councillors:

Aston, Blasczyk, Choudhary, Cooke, Davies, Heighway, Lill, Metha, Parnaby, Pinter, Preece, Randle, Sahota, and Turley

Dear Councillor,

You are hereby summoned to the **Annual Meeting of Great Dawley Town Council**, to be held on Monday **13th May 2019**, at **18:30** at **Dawley Town Hall**.

A handwritten signature in blue ink, appearing to read "M. Jones".

Signed: Clerk of the Council

Date: 7th May 2019

AGENDA

The meeting will be opened by the retiring Mayor or Deputy Mayor.

1.	Election of Mayor for the year 2019 / 2020. Legislation: LGA 1972 Schedule 12 Parts II and VI – the retiring Mayor may vote (and may also vote for him/herself) and he/she must give a casting vote in the event of equality of votes, provided that he/she has not ceased to be a member, in which case he/she only has a casting vote. If the retiring Mayor is absent the retiring Deputy Mayor has the same voting rights. Notes on Voting.
	Standing Order 1 ‘Meetings’; sub-paragraph s: Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that

	<p>question. Such a request shall be made before moving on to the next item of business on the agenda.</p> <p>Standing Order 12 ‘Voting on appointments’:</p> <p>Where more than 2 persons have been nominated for a position to be filled by the Council and none of these persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair’s casting vote.</p>
2.	Mayor – Declaration of acceptance of Office of Mayor.
3.	Appointment of Deputy Mayor for 2019 / 2020.
4.	Election of Chair - Executive Committee for 2019 / 2020.
5.	Appointment of Vice-Chair - Executive Committee for 2019 / 2020
6.	Apologies and the reasons for absence.
7.	<p>Minutes. To receive the minutes of the meeting as follows; - Annual Council Meeting - 14th May 2018 - Appendix A</p>
8.	<p>Committee Minutes. To receive the minutes of the meeting as follows: - Ordinary Council Meeting - 11th March 2019 - Appendix B</p>
9.	<p>Remuneration To receive and agree the Councillors remuneration and allowances for 2019/20 - Appendix C</p>
10.	<p>Appointment of Committees and Members of Committees. To consider appointment of committees and members of committees, list off current committees and membership as per attachment - Appendix D</p>
11.	<p>Review of Delegation Arrangements and Terms of Reference for Committees To consider and agree the delegation arrangements and terms of Reference for Committees. - Appendix E</p>
12.	<p>Standing Orders and Financial Regulations. To consider and agree the Councils Standing Orders and Financial Regulations. - Appendix Fa and Appendix Fb</p>
13.	<p>Amendments to the Bank Mandate To consider and agree the amendments and signatures for the Bank Account - Appendix G</p>
14.	<p>Appointment of Town Council Representative on Outside Bodies. To consider the appointment of Town Council representatives on outside bodies - Appendix H</p>
15.	<p>Membership to Other Bodies. To consider the renewal of the Town Council’s current subscriptions. - Appendix I</p>

16.	Review of Assets. To review and agree the Fixes Assts register. - Appendix J
17.	Review of Insurance Cover. To review and agree the Town Council's insurance cover which is due for renewal with effect from the 1 st June 2018. - Appendix K
18.	Dates of Town Council meetings and Committee meetings. To consider the dates of the Town Council and Committee meetings. The Council have been meeting a minimum of five times per year: <ul style="list-style-type: none"> - 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 and set the Precept - March meeting to resolve year end issues - Annual Meeting in May (following Local elections if an Election Year) Appendix L
19.	Heath & Safety Annual Statement To approve the Health & Safety Annual Statement for 2019/ 2020. - Appendix M
20.	Report on the Audit process for Year Ending 2018 / 2019. Update report from the Deputy Clerk giving details of the Town Council's plan for the completion of the Annual Audit for year ending 2018 / 2019. - Appendix N
21.	Finance <ol style="list-style-type: none"> a) The Council is to receive and authorise the Cheque List for; March 2019 - (015112 - 015176) - Appendix O . b) The Council is to receive and authorise AdvantEdge Reports for; March 2019 - Appendix P. <ul style="list-style-type: none"> - Bank Account Reconciled Statement - Current Account - Financial Summary - Cashbook & Financial Statement c) The Council is to receive and authorise the GPC Card Statement reconciled for; <ul style="list-style-type: none"> - February 2019 - Appendix Q. - March 2019 - Appendix R.
22.	Update report on Events 2019 / 2020 The Council to receive an update report and verbal update from the Community Events & Project Officer regarding the following Town Council Events; - Appendix S <ul style="list-style-type: none"> - Malinslee & Dawley Bank Community Day - 15th June 2019 - Dawley Community Day - 29th June 2019
23.	Update report on the Great Dawley Breakfast Club The Council to receive an update report and verbal update from the Project Officer regarding the Great Dawley Breakfast Club. - Appendix T
24.	Update report on the Veolia Grant The Council to receive an update report and verbal update from the Project Officer regarding the Veolia Grant and the building renovation. - report to be tabled at the meeting

25.	<p>Update report on the Telford @50 Grant The Council to receive an update report and verbal update from the Project Officer regarding the Telford @50 Grant and the progress on the projects. - <i>report to be tabled at the meeting</i></p>
26.	<p>Clerks Report Opportunity for Councillors to ask questions of the Clerk. - Clerks Report April 2018 - <i>report to be tabled at the meeting</i></p>
27.	<p>Correspondence To receive items of correspondence:</p>
28.	<p>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 items of business on the agenda.</p>
29.	<p>Town Council Buildings Update The Clerk to provide a verbal update on the report regarding Town Council Buildings - <i>report to be tabled at the meeting</i></p>
30.	<p>Staffing Update The Clerk to update on staffing matters – <i>report to be tabled at the meeting.</i></p>
31.	<p>Date of Next Meeting Clerk to provide update following agreement at the meeting.</p>