

# GREAT DAWLEY TOWN COUNCIL



Great Dawley Town Council  
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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,

**NOTICE IS HEREBY GIVEN** that a meeting of **Great Dawley Town Council** will be held at 18:30 on **10<sup>th</sup> June 2019**, at **Dawley Town Hall** and Members are hereby **summoned** to attend for the purpose of transacting the following business.

A handwritten signature in blue ink, appearing to read "M. W. W.", is written over a horizontal line.

Signed: Clerk of the Council

Date: 4<sup>th</sup> June 2019

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## AGENDA

1.	<b>Mayor's Welcome</b>
2.	<b>Apologies for Absence and Reasons</b> To receive, consider and accept as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972.
3	<b>Code of Conduct</b> <u>Disclosable Pecuniary and other Interests.</u> Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.
4.	<b>Public Session</b> The Chairman to adjourn the meeting for 15 minutes, as per Standing order 1.c., 1.d., 1.e., 1.f. and 1.g <b>Meeting to be reconvened.</b>
5.	<b>Borough Councillors.</b> Opportunity for Borough Councillors to report to the Town Council and for the Town Council to question their Borough Councillors.
6.	<b>Minutes</b> The Council to receive and agree the minutes of the Annual Council Meeting held on the 13 <sup>th</sup> May 2019 - <b>Appendix A</b>
7.	<b>Annual Return and Year End 2018 / 2019.</b>
7.1	The Council is asked to receive the Annual Governance and Accountability Return for 2018 / 2019 Part 3 and supporting documentation.

	<p>Annual Return Documentation attached to this agenda</p> <p><b>Appendix (B)</b> - The Annual Governance and Accountability Return (draft copy)</p> <p><b>Appendix (C)</b> - Bank Reconciliation</p> <p><b>Appendix (D)</b> - Explanation of significant variances</p> <p><b>Appendix (E)</b> - Reconciliation between closing balances</p> <p><b>Appendix (F)</b> - Confirmation of Contact Details</p> <p><b>Appendix (G)</b> - Exercise of Public Rights</p> <p><b>Appendix (H)</b> - Internal Audit Report 2018/19</p>
<b>7.2</b>	<p>Year End preparation for Littlejohns External Audit, to be returned with the Annual Governance and Accountability Return 2018/19.</p> <ul style="list-style-type: none"> <li>- A Bank Reconciliation as at 31<sup>st</sup> March 2019</li> <li>- A full explanation with figures of all significant variances - Income or expenditure in 2018/19</li> <li>- A reconciliation between the closing balances in Section 2, Box 7 and Box 8</li> <li>- Confirmation of Contact Details</li> <li>- Exercise of Public Rights 2019</li> </ul>
<b>7.3</b>	<p><b>Internal Auditors Report 2018/19</b></p> <ul style="list-style-type: none"> <li>• The Council is asked to receive and authorise the Internal Auditors report for 2018/19. - <ul style="list-style-type: none"> <li>- <b>Appendix B – The Annual Governance and Accountability Return (page 3)</b></li> <li>- <b>Appendix H – Internal Audit Report 2018/19</b></li> </ul> </li> </ul>
<b>7.4</b>	<p><b>Annual Governance Statement 2018/19 (section 1)</b></p> <p>The Council is asked to authorise the following for the Annual Governance and Accountability Return for 31<sup>st</sup> March 2019.</p> <ol style="list-style-type: none"> <li>a) To complete the Annual Governance Statement. (section 1 – Page4) <ul style="list-style-type: none"> <li>- Question 1 to 9 on the Annual Governance Statement 2018/19</li> </ul> </li> <li>b) To authorise and approve the Annual Governance Statement by this authority – Great Dawley Town Council</li> <li>b) Authorise the Chair and Clerk to sign Section 1 – Annual Governance Statement 2018/19 for Great Dawley Town Council for the year ending 31<sup>st</sup> March 2019.</li> </ol>
<b>7.5</b>	<p><b>Accounting Statements 2018/19 (section 2)</b></p> <p>The Council is asked to authorise the following for the Annual Governance and Accountability Return for 31<sup>st</sup> March 2019.</p> <ul style="list-style-type: none"> <li>• To complete the Accounting Statement for 2018/19. (section 2) <ul style="list-style-type: none"> <li>- Question 1 to 11 on the Accounting Statements for 2018/19</li> </ul> </li> <li>• To authorise, approve and certify that for the year ended 31 March 2019 the accounting statements in this annual governance and accountability return have been prepared on either a receipts and payments or income and expenditure basis following the Guidance in Governance &amp; Accountability in Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.</li> <li>• Authorise the Chair and Clerk to sign Section 2 – Accounting Statements 2018/19 for Great Dawley Town Council for the year ending 31<sup>st</sup> March 2019.</li> <li>• To receive and agree for the following documents to be included and sent to the External Auditor as part of the Annual Governance and Accountability return 2018/19 Part 3: <ul style="list-style-type: none"> <li>- Bank Reconciliation as at 31<sup>st</sup> March 2019</li> <li>- Explanation of all significant variances</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Reconciliation between closing balances</li> <li>- Contact Details</li> <li>- Exercise of Public Rights</li> </ul>
<b>8.</b>	<p><b>Grants</b> Clerk to provide an update on the total spend for grants, year to date. <b>Appendix I – Grant Summary</b></p> <p>Applications received after the date of the agenda may be considered.</p> <p>a) <u>Voluntary Organisations.</u> The Council is to consider Grant Applications from the following voluntary organisations:</p> <ul style="list-style-type: none"> <li>• Telford Visually Impaired Group - <b>Appendix J</b></li> <li>• Wellington Brass Band - <b>Appendix K</b></li> <li>• Ashely Court Activity Club - <b>Appendix L</b></li> <li>• Dawley Social Club - <b>Appendix M</b></li> <li>• Telford &amp; Wrekin CVS Carers Centre - <b>Appendix N</b></li> <li>• Billy Jones (Telford Wado Ryu) - <b>Appendix O</b></li> <li>• Telford Juniors - Under 8's - <b>Appendix P</b></li> <li>• Telford Juniors - Under 9's - <b>Appendix Q</b></li> <li>• Telford Juniors - Under 10's - <b>Appendix R</b></li> <li>• Telford Juniors - Under 11's - <b>Appendix S</b></li> <li>• Telford Juniors - Under 16's - <b>Appendix T</b></li> <li>• Telford Juniors FC – 1<sup>st</sup> Team - <b>Appendix U</b></li> <li>• Telford Juniors FC – Disability Team (Sky) - <b>Appendix V</b></li> <li>• Telford Juniors FC – Disability Team (Navy) - <b>Appendix W</b></li> </ul> <p>b) <u>Partnership Fund.</u> Opportunity for the Council to consider any actions that may be taken at this early stage.</p> <ul style="list-style-type: none"> <li>• Friends of Dawley Park - <b>Appendix X</b></li> </ul> <p>c) Shop Frontage / Shutter Fund Opportunity for the Council to consider any Grant Applications:</p> <ul style="list-style-type: none"> <li>- Laura Dayton Dance Company - <b>Appendix Y</b></li> <li>- Fitzrovia Properties Ltd - <b>Appendix Z</b></li> </ul> <p>d) <u>Ward Councillors Pride Fund.</u> The Council is to consider any Grant requests for match funding</p> <ul style="list-style-type: none"> <li>• None received</li> </ul>
<b>9.</b>	<p><b>Finance</b></p> <p>a) The Council is to receive and authorise Cheque List for April - May 2019 – (015177 - 015190) - <b>Appendix Aa</b></p> <p>b) The Council is to receive and authorise AdvantEdge Report for April 2019 - <b>Appendix Ba and Ca</b></p> <ul style="list-style-type: none"> <li>- Bank Account Reconciled Statement - Current Account</li> <li>- Financial Summary – Cashbook &amp; Financial Statement</li> </ul> <p>c) The Council is to receive and authorise the GPC Card Statement reconciled for;</p> <ul style="list-style-type: none"> <li>- None to consider</li> </ul>
<b>10.</b>	<p><b>Ward Councillor Pride Fund</b> The Council is to consider and authorise the report provided by the Clerk with regard to the Ward Councillor Pride Fund. - <b>Appendix Da</b></p>

11.	<p><b>ASB Issues within the Town Council Area</b>  The Council is to consider the report provided by Councillor Lill with regard to the ASB issues in and around Malinslee Field, St Leonards, Malinslee - <b>Appendix Ea</b></p>
12.	<p><b>Event Update</b>  The Council to receive the update report from the Clerk regarding the Free Community Days - Malinslee &amp; Dawley Bank Day and Dawley Day – June 2019.  - <b>Report to be tabled at the meeting.</b></p>
13.	<p><b>Telford Get Active - Grant Awarded to Great Dawley Town Council</b>  The Council to receive the update report from the Project Officer regarding the Telford &amp; Wrekin Telford Get Active Grant awarded to Great Dawley Town Council.  - <b>Appendix Fa</b></p>
14.	<p><b>Telford &amp; Wrekin Community Event Grant - Grant Awarded to Dawley Town Hall</b>  The Council to receive the update report from the Project Officer regarding the Telford &amp; Wrekin Community Event Grant awarded to Dawley Town Hall - <b>Appendix Ga</b></p>
15.	<p><b>Update Report on the Town Council Buildings</b>  The Council is to receive the report from the Asset &amp; Facilities Officer providing an update on the Town Council Buildings. - <b>Appendix Ha</b></p>
16.	<p><b>Update Report on the Veolia Grant</b>  The Council is to receive the report from the Project Officer providing an update on the Veolia Grant and the working being carried out to deliver the projects using this grant funding..  - <b>Appendix Ia</b></p>
17.	<p><b>Clerks Report</b>  Opportunity for Councillors to ask questions of the Clerk.  - Clerks Report May 2018 - <b>Appendix Ja</b>  -</p>
18.	<p><b>Correspondence</b>  To receive items of correspondence</p>
19.	<p><b>Exclusion of Press and Public</b>  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 item of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.</p>
20.	<p><b>Staffing Update</b>  Update from the Clerk regarding Town Council staff. <b>Report to be tabled at the meeting.</b></p>
21.	<p><b>Date of Next Meeting</b>  Executive Committee Meeting – 8<sup>th</sup> July 2019  Executive Committee Meeting - 9<sup>th</sup> September 2019  Dawley Town Hall  -</p>