



## DAWLEY HAMLETS PARISH COUNCIL

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To All Members of this Parish Council

10<sup>th</sup> May 2022

You are hereby summoned to attend THE ANNUAL MEETING of the Parish Council to be held on Monday 16<sup>th</sup> May 2022 at 7pm at Aqueduct Primary School

### AGENDA

- 1 **Election of the Chairman**  
To elect the Chairman of the Council for 2022/23
- 2 **Acceptance of Office**  
To receive the Chairman's Declaration of Acceptance of Office
- 3 **Appointment of a Vice-Chairman**  
To appoint the Vice-Chairman of the Council for 2022/23
- 4 **Acceptance of Office**  
To receive the Vice-Chairman's Declaration of Acceptance of Office
- 5 **Welcome**  
The Chairman will welcome everyone to the meeting
- 6 **Apologies for Absence**  
To receive apologies
- 7 **Declarations of Interest and Dispensation Requests**  
Councillors were reminded that they should declare any pecuniary interest in matters to be discussed at the meeting which are not included in their register of interests
- 8 **Public Session**  
To receive any reports from members of the public on current matters relating to the parish
- 9 **Minutes**  
To approve the minutes of the last meeting of the Council held on the 20<sup>th</sup> April 2022 (minutes are available on the website)
- 10 **Allotments**  
To consider the feasibility of having an allotment scheme within the parish
- 11 **Councillors Reports**  
To receive any reports from Councillors on current matters relating to the parish
- 12 **Community Action Team (CAT)**  
To receive an update on the latest issues and actions
- 13 **Dawley Hamlets Local Nature Reserve (DHLNR)**  
To receive an update from the Friends of DHLNR group
- 14 **Climate Emergency Action Plan**  
To consider a draft action plan
- 15 **Representatives on Outside Bodies**  
To appoint representatives to the following outside bodies:
  - a) Bus User Group (currently Cllr. Cooke)
  - b) Climate Change Working Group (currently Cllr Cooke)
  - c) Friends of DHLNR (currently Cllrs. Barnes and Wennington)
  - d) Friends of Horsehay Pool (currently Cllr. Hopkins)
  - e) Lightmoor Steering Group (currently Cllr. Cooke)
  - f) Lightmoor Village Management Committee (currently Cllr. Hopkins)
  - g) Local Access Forum (currently Cllr. Hopkins)
  - h) Local Area Activity Group (currently Cllr. Preece and the Clerk)
  - i) Mental Health Champion (currently Cllr. Cooke)
  - j) Neighbourhood Crime Reduction Group (currently Cllrs. Burford, Preece and Wennington and the Clerk)

- k) Shropshire Association of Local Councils/National Association of Local Councils (currently Cllr. Burford, Chairman)
- l) Shropshire Association of Local Council Clerks Network (currently the Clerk)
- m) Snow Liaison Officer (currently the Clerk)
- n) T&WC Town & Parish Council Forum (currently the Clerk)
- o) Wrekin Area Committee (currently Cllrs. Barnes and Mehta)

**16 Annual Subscriptions and Payments**

To consider payment of the following annual subscriptions and payments:

- a) Insurance renewal (3 year agreement Jun 2021 – May 2024)
- b) Membership of the Shropshire Association of Local Councils (SALC)
- c) Membership of the Society of Local Council Clerks (SLCC)

**17 Schedule of Meetings**

To approve dates and a location for the 2021/22 Council meetings.

The Council currently meets at Aqueduct Primary School on the third Wednesday of each month except August and December when there is no meeting.

**18 Annual Review of the Council Regulations, Policies and Risk Assessments**

To consider the following risk assessment and policies (available on the Council website):

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Complaints Policy
- e) GDPR Privacy Notice and Privacy Policy
- f) Grant Awarding Policy
- g) Council Risk Assessment & Risk Management
- h) Christmas Trees Risk Assessment

**19 Planning Applications**

To consider planning applications and permissions

**20 Finance & Administration**

- a) To approve the monthly receipts and payments
- b) To approve the monthly budget report and bank reconciliation

**21 Annual Audit and Governance & Accountability Return**

- a) To consider and approve the final accounts for 2021/22 (**available on the website**)
- b) To consider the Internal Auditors Report 2021/22 from SDH Audit & Accounting Services (Page 3 of the AGAR) (**available on the website**)
- c) To complete and approve the Annual Governance Statement 2021/22 (Page 4 of the AGAR) by resolution
- d) To note and approve the Accounting Statements 2021/22 (Page 5 of the AGAR) by resolution
- e) To agree the dates for the elector's rights (suggested 13<sup>th</sup> June 2022 – 22<sup>nd</sup> July 2022)

Ensure the Accounting Statements are signed and dated by the person presiding at the meeting

**22 Strategic Planning Working Group Meeting**

To agree a date to hold a working group meeting to review the Council's strategic plan and allocation of reserves

**23 Senior Residents Queen's Platinum Jubilee Picnic 10<sup>th</sup> June 2022**

To agree arrangements and payments in advance for this event

**24 Correspondence**

**25 Items for the next agenda**

To agree items for the next meeting agenda.

**26 Date of the next meeting: 15<sup>th</sup> June 2022 at 7pm**