



**DAWLEY HAMLETS PARISH COUNCIL**

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**To All Members of this Parish Council**

**11<sup>th</sup> May 2023**

**You are hereby summoned to attend THE ANNUAL MEETING of the Parish Council  
to be held on Wednesday 17<sup>th</sup> May 2023 at 7pm at Aqueduct Primary School**

**AGENDA**

**1 Election of the Chairman**

- a) To elect a Chairman of the Council for 2023/24
- b) The Chairman to sign the Declaration of Acceptance of Office

**2 Appointment of a Vice-Chairman**

- a) To elect a Vice-Chairman of the Council for 2023/24
- b) The Vice-Chairman to sign the Declaration of Acceptance of Office

**3 Declarations of Acceptance**

All newly elected Councillors are required to read and sign a Declaration of Acceptance of Office

**4 Welcome**

The new Chairman will welcome everyone to the meeting

**5 Apologies for Absence**

To receive apologies

**6 Declarations of Interest**

To declare a personal or pecuniary interest in any item on the agenda

**7 Public Session**

To receive any reports from members of the public on current matters relating to the parish

**8 Minutes**

To approve the minutes of the last meeting of the Council held on the 19<sup>h</sup> April 2023 (minutes are available on the website)

**9 Councillors Reports**

To receive any reports from Councillors on current matters relating to the parish

**10 Annual Review of the Council Policies, Regulations, Risk Assessments and Asset Register**

To consider the following Council Policies, Regulations, Risk Assessments and Asset Register (available on the Council website):

- a) Standing Orders
- b) Financial Regulations
- c) Councillors Code of Conduct
- d) Complaints Policy
- e) Dignity at Work Policy
- f) Equality and Diversity Policy
- g) GDPR Privacy Notice and Privacy Policy
- h) Grant Awarding Policy
- i) Council Risk Assessment & Risk Management
- j) Christmas Trees Risk Assessment
- k) Climate Emergency Action Plan
- l) Asset Register

**11 Representatives on Outside Bodies**

To appoint representatives to the following outside bodies:

- a) Bus User Group (previously Cllr. Cooke)
- b) Climate Change Working Group (previously Cllr Cooke)
- c) Dawley Community Allotments Group (previously Cllrs. Wennington and Deakin)

- d) Friends of DHLNR (previously Cllrs. Barnes, Deakin and Wennington)
- e) Friends of Horsehay Pool (previously Cllr. Hopkins)
- f) Lightmoor Steering Group (previously Cllr. Cooke)
- g) Lightmoor Village Management Committee (previously Cllr. Hopkins)
- h) Local Access Forum (previously Cllr. Hopkins)
- i) Local Area Activity Group (previously Cllr. Preece and the Clerk)
- j) Mental Health Champion (previously Cllr. Cooke)
- k) Neighbourhood Crime Reduction Group (previously Cllrs. Burford, Preece and Wennington and the Clerk)
- l) Shropshire Association of Local Councils/National Association of Local Councils (previously Cllr. Burford, Chairman)
- m) Shropshire Association of Local Council Clerks Network (previously the Clerk)
- n) Snow Liaison Officer (previously the Clerk)
- o) T&WC Town & Parish Council Forum (previously the Clerk)
- p) Wrekin Area Committee (previously Cllrs. Barnes and Mehta)

12 **Annual Subscriptions**

To consider payment of the following annual subscriptions:

- a) Membership of the Shropshire Association of Local Councils (SALC)
- b) Membership of the Society of Local Council Clerks (SLCC)

13 **Banking Arrangements**

To review and confirm bankers and on-line and cheque payment signatories

14 **Schedule of Meetings**

To approve dates and a location for the 2023/24 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

15 **General Power of Competence**

The three conditions for eligibility for the Parish Council to exercise the General Power of Competence are as follows:

**Resolution:** The Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk

**Electoral Mandate:** at the time the resolution is passed, at least two-thirds of the council must hold office as a result of being declared elected (i.e. not co-opted)

**Qualified Clerk:** at the time that the resolution is passed, the Clerk must hold a recognised professional qualification (i.e. Certificate in Local Council Administration)

As a result of satisfying the above criteria Council is requested to pass the following resolution: The Parish Council resolves from 17th May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence

16 **Community Action Team (CAT)**

To receive an update on the latest issues and actions

17 **Local Nature Reserves (LNR's) in the Parish**

To receive updates from LNR friends' groups

18 **Planning Applications**

To consider planning applications and permissions

19 **Finance & Administration**

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

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

- a) To consider and approve the final accounts for 2022/23 (**available on the website**)
- b) To consider the Internal Auditors Report 2022/23 from SDH Audit & Accounting Services (Page 3 of the AGAR) (**available on the website**)

- c) To complete and approve the Annual Governance Statement 2022/23 (Page 4 of the AGAR) by resolution
- d) To note and approve the Accounting Statements 2022/23 (Page 5 of the AGAR) by resolution
- e) To agree the dates for the elector's rights (suggested 5<sup>h</sup> June 2022 – 14<sup>th</sup> July 2023)

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

21 **Correspondence**

22 **Items for the next agenda**

To agree items for the next meeting agenda

23 **Date of the next meeting, if so agreed in item 14 of the agenda, will be Wednesday 21<sup>st</sup> June 2023 at 7pm**