



The **Annual Council Meeting** of the above-named Parish Council will take place at the **Dawley Baptist Church** commencing at **6.00 p.m.** on **TUESDAY 14<sup>TH</sup> MAY 2024** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed

Date: 8<sup>th</sup> May 2024

Clerk to the Council

### **AGENDA**

**The meeting will be opened by the current Chair**

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| <b>1.</b>  | <b>Election of Chair</b><br><i>LGA 1972 s15(1)(2)</i>                                                                                                                                                                                                                                                                                                                            |
| <b>2.</b>  | <b>Declaration of Acceptance of Office as Chair to the Parish Council</b>                                                                                                                                                                                                                                                                                                        |
| <b>3.</b>  | <b>Election of Vice Chair</b><br><i>LGA 1972 s15(6)</i>                                                                                                                                                                                                                                                                                                                          |
| <b>4.</b>  | <b>Declaration of Acceptance of Office as Vice Chair to the Parish Council</b>                                                                                                                                                                                                                                                                                                   |
| <b>5.</b>  | <b>Apologies</b><br>To receive apologies from Members unable to attend                                                                                                                                                                                                                                                                                                           |
| <b>6.</b>  | <b>Declarations of Interest</b><br>To receive any Declarations of Interest (declarations may be declared at any time during the meeting)                                                                                                                                                                                                                                         |
| <b>7.</b>  | <b>Appointment of Committees</b><br>To appoint Members to serve on the Personnel Committee                                                                                                                                                                                                                                                                                       |
| <b>8.</b>  | <b>Appointment of Representatives</b><br>To appoint representatives to serve under the mentioned bodies: <ul style="list-style-type: none"><li>a. Parishes Forum</li><li>b. Telford Bus Users Group</li><li>c. Steering/Developer Group (Lawley S.U.E)</li><li>d. Lawley Partnership Board</li><li>e. Lawley Village Management Committee</li><li>f. Snow Warden - TWC</li></ul> |
| <b>9.</b>  | <b>Review/Adoption of Standing Orders (APPENDIX A)</b>                                                                                                                                                                                                                                                                                                                           |
| <b>10.</b> | <b>Review/Adoption of Financial Regulations (APPENDIX B)</b>                                                                                                                                                                                                                                                                                                                     |
| <b>11.</b> | <b>Meetings Calendar 2024/2025</b> <ul style="list-style-type: none"><li>a. Schedule of meetings for the forthcoming year to be considered (APPENDIX C)</li></ul>                                                                                                                                                                                                                |
| <b>12.</b> | <b>Chairman's Annual Report/Meetings Calendar (APPENDIX D)</b>                                                                                                                                                                                                                                                                                                                   |

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| <b>13.</b> | <b>Disclosable Pecuniary Interests</b><br>For completion and return at meeting                                                                                                                                                                                                                                     |
| <b>14.</b> | <b>Public Session</b><br>The meeting will be adjourned to allow members of the public (if present) to discuss issues and concerns with Members. (The time allocated for public participation is at the discretion of the Chair.)<br><br><i>The meeting will re-convene for the following business to continue.</i> |
| <b>15.</b> | <b>Minutes</b><br>To <b>APPROVE</b> and <b>ACCEPT</b> the minutes from the Full Council meeting held on <b>12<sup>th</sup> March 2024 (APPENDIX E)</b>                                                                                                                                                             |
| <b>16.</b> | <b>Finance</b> <ul style="list-style-type: none"> <li>a. Bank reconciliations for March 2024 – <b>tabled</b></li> <li>b. Expenditure list for March 2024 – <b>(APPENDIX F)</b></li> <li>c. Assets Register <b>(APPENDIX G)</b></li> <li>d. Grant applications <b>(APPENDIX H)</b></li> </ul>                       |
| <b>17.</b> | <b>Risk Assessment &amp; Risk Management 2024/2025 (APPENDIX I)</b>                                                                                                                                                                                                                                                |
| <b>18.</b> | <b>Training and Development Policy (APPENDIX J)</b>                                                                                                                                                                                                                                                                |
| <b>19.</b> | <b>Civility &amp; Respect Pledge (APPENDIX K)</b>                                                                                                                                                                                                                                                                  |
| <b>20.</b> | <b>Councillor Update</b><br>Councillors to provide an update or raise any issues                                                                                                                                                                                                                                   |
| <b>22.</b> | <b>Community Affairs</b> <ul style="list-style-type: none"> <li>a. Availability for events</li> <li>b. Community Action Team – report <b>(APPENDIX L)</b></li> <li>c. Parish newsletter - <b>tabled</b></li> </ul>                                                                                                 |
| <b>23.</b> | <b>Correspondence</b><br><br><b><u>Public Bodies (Admission to Meetings) Act 1960</u></b><br><b>In view of the confidential nature of the business about to be transacted it is requested that the public and press should not be present</b>                                                                      |
| <b>24.</b> | <b>Confidential Items</b> <ul style="list-style-type: none"> <li>a. Community Centre</li> <li>b. Lawley Community Consortium - update</li> </ul>                                                                                                                                                                   |
| <b>25.</b> | <b>Agenda items for next meeting</b><br>Members are invited to suggest items for discussion at the next Parish Council meeting                                                                                                                                                                                     |
| <b>24.</b> | <b>Date of next meeting</b><br>The date of the next Parish Council meeting is due to take place on <b>Tuesday 18<sup>th</sup> June 2024 (TBC – if meetings schedule has been accepted)</b> at Dawley Baptist Church<br>Commencing at 6:00pm                                                                        |

