



# Donnington and Muxton Parish Council

Turreff Hall, Turreff Avenue, Donnington, Telford, TF2 8HG

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To All Members of this Parish Council

4<sup>th</sup> May 2018

Dear Councillor,

## **Annual Council Meeting**

You are **summonsed** to attend the **Annual Council Meeting** of Donnington & Muxton Parish Council which will commence **immediately after** the Annual Parish Meeting which is scheduled for 7pm **on Monday 14<sup>th</sup> May 2018**, at **Turreff Hall, Donnington**.

To transact the following items of business:

### **AGENDA**

#### **18/05/01 Chair of the Council:**

- a) To elect a Chairperson of the Council for 2018/2019.
- b) The Chair to sign the Declaration of Acceptance of Office.

#### **18/05/02 Vice-Chair of the Council:**

- a) To elect a Vice-Chairperson of the Council for 2018/2019.

**18/05/03 Apologies:** To accept the apologies of those unable to attend.

#### **18/05/04 Declaration of Interest**

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

#### **18/05/05 Environmental Officer Telford & Wrekin Council**

To introduce Kay Grice, the recently appointed Environmental Locality Office for this area of Telford.

#### **18/05/06 Minutes**

To confirm the following Minutes of the Council's meetings:

- a. Council Meeting of 9<sup>th</sup> April 2018.
- b. Planning Committee Meeting of 23<sup>rd</sup> April 2018.

#### **18/05/07 Matters Arising from Minutes**

To enable Councillors to receive updated information of actions contained in the Minutes thereof.

#### **18/05/08 Appointment of Members to Standing Committees**

To discuss delegating powers to committees required by the Parish Council and appoint Councillors to those committees (The Chairperson and Vice-Chairperson are ex- officio members of all Committees except Staff and Personnel in which only the Vice-Chair is a member). Current committees are:

- a. Planning Committee
- b. Staff and Personnel Committee (five members plus Vice-Chairperson).
- c. Library Committee

### **18/05/09 Appointment of New Committees**

To consider the appointment of new committees, the number of members and receipt of nominations to them, if applicable.

### **18/05/10 External Organisations**

To appoint Councillors as representatives of the Parish Council on the following external organisations:

Wrekin Area Committee (WAC)

Shropshire Playing Fields Association Executive Committee

Telford Sports Forum

Bus Users Group

Donnington Partnership - 1 plus reserve

Granville Country Park Steering Group

Snow Liaison Officers for: Donnington East

Donnington West

Muxton

The Humbers

Community Emergency Co-ordinator

### **18/05/11 Affiliation/Membership to other organisations**

To review the Council's membership to the following organisations:

- a. The Shropshire Association of Local Councils (SALC) and affiliation fees of £1,977.41.
- b. Telford Sports Forum at an annual affiliation fee of £10.
- c. Shrewsbury and Newport Canal Trust at an annual affiliation fee of £20.

### **18/05/12 Meetings 2018/2019**

To confirm the proposed timetable for full Council meetings for 2018/2019.

### **18/05/13 Expenditure Transactions**

To receive and accept the Expenditure Transactions for March 2018.

### **18/05/14 Income Report**

To receive the Income report for March 2018.

### **18/05/15 Bank Reconciliation**

To receive and accept the Bank Reconciliation as at 31<sup>st</sup> March 2018.

### **18/05/16 Financial Budget Comparisons**

To receive the financial budget comparisons as at 31<sup>st</sup> March 2018.

### **18/05/17 Signatories for Bank Accounts**

To discuss and confirm the appointment of signatories for the Co-operative Bank, Nationwide Business Savings Account and Lloyds Bank Accounts.

### **18/05/18 Payments by Direct Debits**

To ratify the continuation of paying the attached list of service providers by Direct Debit.

### **18/05/19 Councillor Allowances**

To confirm continued payment of allowances to Councillors.

### **18/05/20 Advertising Turreff Hall**

To review the continued advertising of Turreff Hall in the production programmes of The Little Theatre Donnington at a cost of £125 per annum.

### **18/05/21 Council Policies**

Councillors are requested to adopt and review the following policies for this Council:

- a. Parish Council's Standing Orders
- b. Parish Council's Financial Regulations
- c. Privacy Notice
- d. Record of Processing Activity
- e. Visitors Policy
- f. Data Protection Impact Assessment (DPIA)

**N.B. If Councillors wish to add to or amend these documents please let the Clerk have the additions/amendments prior to the meeting. Please note that there is no change to the current Financial Regulations and each Councillor should have their own copy. If not, they are available on the Parish Council website.**

### **17/05/22 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 (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) **AND** pass the 2012 CiLCA module relating to the general power of competence.

As a result of satisfying the above criteria Council is requested to pass the following resolution:

The Parish Council resolves from 8<sup>th</sup> May 2017, 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.

### **18/05/23 Gateway Signs**

To agree the locations for the Gateway Signs.

### **18/05/24 Bollards and traffic calming measures**

To consider the installation of bollards outside, or adjacent too, local schools to prevent vehicles parking on grassed areas and to consider what other traffic calming measures could be installed.

### **18/05/25 Telford@50**

To receive an update on how much money Music for the People have raised and to consider their request for the Parish Council's responsibilities regarding organising the proposed music festival to celebrate Telford@50.

### **18/05/26 End of World War 1 Commemoration**

To discuss an event to commemorate the end of World War 1.

### **18/05/27 Christmas Festival 2018**

To discuss the Christmas Festival 2018.

### **18/05/28 Grant Application**

To consider a grant application received by this Parish Council.

### **18/05/29 Shropshire Playing Fields Association**

To consider an appeal for funding from the Shropshire Playing Fields Association.

**18/05/30 Crucial Crew**

To consider a request for the Parish Council to make a financial contribution to Crucial Crew to assist in providing a safety education event for young people.

**18/05/31 Annual Report**

To receive the Annual Report for 2017/2018

**18/05/32 Date of next meeting**

To inform Councillors that, providing item 18/05/12 is approved, the next Council meeting will be held on Monday 11<sup>th</sup> June 2018 commencing at 7pm at Turreff Hall, Donnington. Items to be discussed will include the approval of Accounts for the Annual Return 2017/2018.

Yours faithfully,

Ralph L Morgan  
Clerk to the Parish Council



*Could anyone wishing to attend who has a disability please inform the Clerk if any special requirements are needed.*