



Lilleshall & Donnington Parish Council

8th May 2007

To All Members of this Parish Council

Dear Councillor,

You are invited to attend the **Annual General Meeting** of Lilleshall and Donnington Parish Council at **7.30pm on Monday 14th May 2007**, in **Turreff Hall, Donnington**

To transact the following items of business:

Presentation of Certificate for Quality Parish Status by Madge Shingleton – Chair of the Accreditation Panel for Shropshire.

AGENDA

1. Chair of the Council:

- a) To elect a Chair of the Council for 2007/2008
- b) The Chairperson to sign a declaration of Office.

2. Vice-Chair of the Council:

- a) To elect a Vice-Chairperson of the Council for 2007/2008
(NB The Vice-Chair does not sign a declaration of acceptance of office as Vice Chair.)

3. Welcome New Councillors

To welcome all Councillors elected to the Parish Council resulting from the Polling day held on 3rd May 07.

4. Apologies

To accept the apologies of those unable to attend.

5. Declaration of Interest

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

6. Minutes

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

- i. Full Council of 12th March 2007



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- ii. Halls and Environment Committee of 26th March 2007
- iii. Staff and Personnel Committee of 12th April 2007
- iv. Planning Committee of 23rd April 2007
- v. Finance Committee of 23rd April 2007

7. Expenditure Transactions

To confirm the Expenditure Transactions as at 31st March 2007.

8. Bank Reconciliation

To receive the bank reconciliations as at 31st March 2007

9. Budget Comparisons

To receive the budget comparisons as at 1st April 2007

10. Appointment of Committees

To discuss delegated 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).

- i) Finance
- ii) Halls and Environment
- iii) Planning
- iv) Staff and Personnel
- v) Assets
- vi) Tree Management

11. External Organisations

To appoint Councillors as representatives of the Parish Council on the following outside bodies:

WAC

Telford and Shropshire Marketing Partnership

Shropshire Playing Fields Association Executive Committee

Lilleshall Memorial Hall

Telford and Wrekin Community Voluntary Service

Wrekin and District Sports Advisory Council

Bus Users Group – Telford

Bus Users Group – Rural

Donnington Partnership - 1 plus reserve

Lifelong Learning Centre Management Board – 1 plus reserve

Snow Liaison Officers: Donnington

Muxton

Lilleshall

Police and Community Consultative Group (PCCG)

12. Meetings 2007/2008



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To confirm the proposed timetable for the forthcoming meetings for 2007/2008.

13. Signatories for Bank Accounts

To discuss the appointment of signatories for the Bank and Building Society Accounts.

14. Insurance Renewal

To discuss the forthcoming renewal of Insurance for the Parish Council.

15. SALC Membership Renewal and appointment of representative

To consider the renewal of membership to SALC and appointment of a representative from this Parish Council.

16. Code of Conduct

To adopt The Local Authorities (Model Code of Conduct) Order 2007 and decide whether to include paragraph 12(2). A summary of main differences is attached but a full copy is available in the Parish Office or can be viewed online at www.opsi.gov.uk/si/si-2007-index.htm

17. Smokefree Policy

To discuss and adopt the Draft Smokefree Policy for this Parish Council.

18. External Auditors

To inform the Councillors that if Winross Hacker Young, the External Auditors for the Parish Council, act for them in a personal capacity then they are required to notify them so that alternative arrangements may be made regarding the audit of the Parish Council's accounts.

19. Rights of Way Partnership

To discuss setting up a partnership with other Parish Councils situated in the north of Telford to lobby Telford and Wrekin Council into improving the Rights of Way within the area.

20. Binding of Minutes

To discuss future binding of minutes to decide whether to bind just the full Council Minutes and Committees separately or bind them all together.

21. Operation "Clean Sweep"

To inform the Councillors of the forthcoming Operation "Clean Sweep" which will take place during the week of 2nd July 07. Councillors are invited to help.

22. Annual Report 2006/2007

To receive the Annual Report for this Parish Council for the year 2006/2007.



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23. Correspondence

- i. Clocktower Roundabout, Donnington.

Yours sincerely,

Ralph 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.