

To All Members of this Parish Council

1st May 2009

Dear Councillor,

You are **summonsed** to attend the **Annual General Meeting** of Lilleshall and Donnington Parish Council at **7.30pm on Monday 11th May 2009**, in **Turreff Hall, Donnington**

To transact the following items of business:

AGENDA

1. Chair of the Council:

- a) To elect a Chair of the Council for 2009/2010
- 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 2009/2010

3. Apologies

To accept the apologies of those unable to attend.

4. Declaration of Interest

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

5. External Organisations

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

WAC

Shropshire Playing Fields Association Executive Committee

Lilleshall Memorial Hall

Wrekin and District Sports Advisory Council

Bus Users Group

Donnington Partnership - 1 plus reserve

Granville Country Park Steering Group

Snow Liaison Officers: Donnington

Muxton

Lilleshall

Newport Regeneration Partnership

Police and Community Consultative Group (PCCG)

6. Meetings 2009/2010

To confirm the proposed timetable for full Council meetings for 2009/2010 and consider:

- a. The starting time of meetings.

- b. Whether refreshments are required or not at these meetings.
- c. Discussing and awarding grants twice a year at meetings held in September and April.
- d. Whether or not to hold a meeting in August.
- e. Whether or not to include planning applications for discussion at full Council meetings.

7. 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).

- a. Planning Committee
- b. Staff and Personnel Committee

8. Minutes

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

- a. Full Council of 9th March 2009
- b. Planning Committee of 30th March 2009
- c. Halls and Environment Committee of 30th March 2009
- d. Finance Committee of 20th April 2009

9. Matters Arising from Minutes

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

10. Expenditure Transactions

To confirm the Expenditure Transactions for:

- a. February 2009
- b. March 2009.

11. Bank Reconciliation

To receive the bank reconciliations as at:

- a. 28th February 2009
- b. 31st March 2009

12. Signatories for Bank Accounts

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

13. Standing Orders

To review the Parish Council's Standing Orders and amend as necessary.

14. Payments by Direct Debits

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

15. Payments by Personal Credit Card

To authorise the Clerk to continue using his personal Credit Card for purchases for the Parish Council that can only be obtained by no other means and to reimburse the Clerk as soon as possible. This includes the annual payment to Symantec Internet Security.

16. Parish Council Auditors

To inform the Council that the external auditors for this Parish Council for the year 2009/2010 will be Mazars LLP based in Southampton. If these auditors act for any Councillor on this Parish Council in a personal capacity then they are required to notify them so that alternative arrangements may be made regarding the audit of this Parish Council's accounts.

17. Annual Report 2008/2009

To receive the Annual Report for this Parish Council for the year 2008/2009.

18. Parish Council Charter

To discuss the Parish Charter which outlines the commitments made by Parish/Town Councils and Telford & Wrekin Council in working together in partnership and to adopt the Charter if agreed.

19. Operation Clean Sweep

To inform the Council of the dates for the forthcoming Operation Clean Sweep.

20. Correspondence

a. Consultation on Home to School Transport.

To receive copies of the consultation document regarding the above.

b. Freedom of Information – Information film.

21. Date of next meeting

To confirm the date of the next Parish Council meeting.

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.

