



**DAWLEY HAMLETS PARISH COUNCIL**  
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**To All Members of this Parish Council** **15<sup>th</sup> May 2025**  
**You are hereby summoned to attend THE ANNUAL MEETING of the Parish Council**  
**to be held on Wednesday 21<sup>st</sup> May 2025 at 7pm at Aqueduct Primary School**

**AGENDA**

**1 Election of the Chair**

- a) To elect the Chair of the Council for 2025/26
- b) The Chair to sign the Declaration of Acceptance of Office

**2 Appointment of the Vice-Chair**

- a) To elect the Vice-Chair of the Council for 2025/26
- b) The Vice-Chair to sign the Declaration of Acceptance of Office

**3 Welcome**

The new Chair will welcome everyone to the meeting

**4 Apologies for Absence**

To receive apologies

**5 Declarations of Interest**

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

**6 Public Session**

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

**7 Minutes**

To approve the minutes of the last meeting of the Council held on the 16<sup>th</sup> April 2025 (minutes are available on the website)

**8 Councillors Reports**

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

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

**10 Representatives on Outside Bodies**

To appoint representatives to the following outside bodies:

- a) Bus User Group (currently Cllr. Parker)
- b) Climate Change Working Group (currently Cllrs. Parker and S Wennington)
- c) Dawley Community Allotments Group (currently Cllrs. Barnes and B Wennington)
- d) Friends of DHLNR (currently Cllrs. Barnes and B Wennington)

- e) Friends of Horsehay Pool & Environs (currently Cllr. Mehta)
- f) Lightmoor Village Delivery Group (currently Cllrs. Barnes and Preece)
- g) Lightmoor Village Management Committee (currently Cllr. Mehta)
- h) Local Access Forum (currently Cllr. Hannington)
- i) Mental Health Champion (currently Cllrs. Heighway and S Wennington)
- j) Neighbourhood Crime Reduction Group/Safer & Stronger Communities (currently the Chairman, Cllrs. Mehta and Preece and the Clerk)
- k) Shropshire Association of Local Councils/National Association of Local Councils (currently the Chairman)
- l) Shropshire Association of Local Council Clerks Network (currently the Clerk)
- m) Snow Liaison Officer (currently Cllr. Rogers)
- n) T&WC Town & Parish Council Forum (currently the Clerk)
- o) Wrekin Area Committee (currently Cllrs. Barnes and Mehta)

**11 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)
- c) 50Webs - website hosting
- d) Web Orchard - website support
- e) Information Commissioner - data protection registration fee

**12 Banking Arrangements**

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

**13 Schedule of Meetings**

To approve dates and locations for the 2025/26 Council meetings.

The Council currently meets alternately at Aqueduct Primary School and Horsehay Village Hall on the third Wednesday of each month at 7pm except August and December when there is no meeting

**14 Community Action Team (CAT)**

To receive updates on the latest issues and actions from our neighbourhood enforcement team and our public realm maintenance operative

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

To receive reports from the LNR friends' groups

**16 Telford & Wrekin Council Community Governance Review 2025**

To consider the proposal from the Boundary Review Committee on completion of the first phase of the consultation which is to abolish Dawley Hamlets Parish Council

**17 Senior Residents Summer Party 6<sup>th</sup> June 2025**

To finalise arrangements for this event

**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 2024/25 (**available on the website**)
- b) To consider the Internal Auditors Report 2024/25 from SDH Audit & Accounting Services (Page 3 of the AGAR) (**available on the website**)
- c) To complete and approve the Annual Governance Statement 2024/25 (Page 4 of the AGAR) by resolution
- d) To note and approve the Accounting Statements 2024/25 (Page 5 of the AGAR) by resolution
- e) To agree the dates for the elector's rights (suggested 3<sup>rd</sup> June 2025 – 14<sup>th</sup> July 2025)

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 13 of the agenda, will be Wednesday 18<sup>th</sup> June 2025 at 7pm at Horsehay Village Hall**