

DAWLEY HAMLETS PARISH COUNCIL
THE ANNUAL MEETING of the Parish Council
Wednesday 20th May 2026 at 7.00pm
Aqueduct Primary Academy

AGENDA

1. **Election of the Chair**
 - a) To elect the Chair of the Council for 2026/27
 - 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 2026/27
 - 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 16th April 2026
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 (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) Information Technology Policy
 - k) Social Media Policy
 - l) Parish Council Risk Assessment & Risk Management
 - m) Christmas Trees Risk Assessment
 - n) Asset Register

10. Representatives on Outside Bodies

To appoint representatives to:

- a) Bus User Group
- b) Climate Change Working Group
- c) Dawley Community Allotments Group
- d) Friends of DHLNR
- e) Friends of Horsehay Pool & Environs
- f) Lightmoor Village Delivery Group
- g) Lightmoor Village Management Committee
- h) Local Access Forum
- i) Mental Health Champion
- j) Neighbourhood Crime Reduction Group / Safer & Stronger Communities
- k) SALC/NALC
- l) SALC Clerks Network
- m) Snow Liaison Officer
- n) T&W Council Town & Parish Council Forum
- o) Wrekin Area Committee

11. Annual Subscriptions

To consider payment of the following:

- a) SALC
- b) 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 online/cheque signatories

13. Schedule of Meetings

To approve dates and locations for the 2026/27 Council meetings

14. Community Action Team (CAT)

To receive updates on issues and actions

15. Local Nature Reserves (LNRs)

To receive reports from the friends' groups

16. Senior Residents Summer Party – Friday 5th June 2026

To finalise arrangements

17. Planning Applications

To consider planning applications and permissions

18. Finance & Administration

- a) To approve the monthly receipts and payments
- b) To approve the monthly budget report and bank reconciliation

19. Annual Audit and Annual Governance & Accountability Return (AGAR) 2025/26

- a) To consider and approve the final accounts for 2025/26 (available on the website)
- b) To consider the Annual Internal Auditors Report 2025/26 from SDH Audit & Accounting Services (Page 3 of the AGAR) (available on the website)

- c) To complete and approve the Annual Governance Statement 2025/26 (Page 4 of the AGAR) by resolution
- d) To note and approve the Accounting Statements 2025/26 (Page 5 of the AGAR) by resolution
- e) To agree the dates of the elector's rights (suggested 3rd June 2026 – 14th July 2026)

20. Correspondence

21. Items for the Next Agenda

To agree items for the next meeting

22. Date of the Next Meeting

If agreed in item 13, the next meeting will be **Wednesday 17th June 2026 at 7pm at Horsehay Village Hall**