

**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 15th 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 3<sup>rd</sup> June 2026 – 14<sup>th</sup> 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**