

To All Members of this Parish Council

29<sup>th</sup> April 2010

Dear Councillor,

You are **summonsed** to attend the **Annual General Meeting** of Lilleshall and Donnington Parish Council which will commence **immediately after** the Annual Public Meeting which is scheduled for 7pm **on Monday 10<sup>th</sup> May 2010**, 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 2010/2011
- 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 2010/2011.

**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:

Wrekin Area Committee (WAC)

Shropshire Playing Fields Association Executive Committee

Lilleshall Memorial Hall

Wrekin and District Sports Advisory Council

Bus Users Group – Rural

Urban

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. Appointment of Committees**

To discuss delegating powers to 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). Also, to review the Terms of Reference for these Committees:

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

**7. Affiliation/Subscription Fees**

To consider payment of affiliation fees to the Shropshire Association of Local Councils (SALC).

**8. Meetings 2010/2011**

To confirm the proposed timetable for full Council meetings for 2010/2011.

**9. Minutes**

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

- a. Full Council of 12<sup>th</sup> April 2010
- b. Full Council of 19<sup>th</sup> April 2010

**10. Matters Arising from Minutes**

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

**11. Expenditure Transactions**

To receive and accept the Expenditure Transactions for March 2010.

**12. Bank Reconciliation**

To receive and accept the Bank Reconciliation as at 31<sup>st</sup> March 2010

**13. Signatories for Bank Accounts**

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

**14. Financial Management**

Councillors are requested to review:

- a. The Parish Council's Financial Regulations
- b. The effectiveness of its Internal Controls
- c. The Parish Council's Risk Management.

**15. Payments by Direct Debits**

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

**16. 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.

**17. Proposed new bus services for Telford**

To receive and discuss the response from Telford & Wrekin Council regarding the proposed new bus services for Telford.

**18. Annual Report 2009/2010**

To receive the Annual Report for this Parish Council for the year 2009/2010.

**19. 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.*

