

To All Members of this Parish Council

28<sup>th</sup> May 2010

Dear Councillor,

You are summonsed to attend a meeting of the  
**Full Council on Monday 7<sup>th</sup> June 2010 at 7.00pm**  
**At Turreff Hall**

**AGENDA**

- 1. Apologies**  
To accept the apologies of those unable to attend.
- 2. Declaration of Interest**  
To declare a personal or prejudicial interest in any item on the agenda.
- 3. Public Session**  
There will be 15 minutes allowed for questions to the Chair from Members of the Public before the Meeting commences.
- 4. Minutes**  
To confirm the Minutes of the meetings of the Council held on:
  - a. Annual Parish Council Meeting of 10<sup>th</sup> May 2010.
  - b. Annual General Meeting of Full Council of 10<sup>th</sup> May 2010.
  - c. Planning Committee Meeting of 17<sup>th</sup> May 2010.
- 5. Matters Arising for Information**  
To enable Councillors to receive updated information of actions contained in the Minutes thereof.
- 6. Expenditure Transactions**  
To receive and accept the expenditure transactions for April 2010.
- 7. Bank Reconciliations**  
To receive and accept the Bank reconciliations as at 30<sup>th</sup> April 2010.
- 8. Accounts and the Annual Return (See separate documents enclosed)**
  - a. Annual Return  
To confirm the Statement of Accounts.  
To complete the Annual Governance Statement.  
To receive the Annual Internal Audit Report.  
To receive and sign the Accounts – Supporting Notes  
To receive the Explanation of Variances.
  - b. Bank Reconciliation Details  
To receive the Bank Reconciliation at 31<sup>st</sup> March 2010  
Copy of Halifax Bank of Scotland Account Closing Balance.  
Copy March Co-op Bank Statement.  
To receive the March accounts package reconciliation.
  - c. Internal Audit  
To receive report from Internal Auditor, Colin Potts detailing internal audit visits.
  - d. End of Year Accounts  
To receive and sign the Consolidated Balance Sheet.

To receive the Income and Expenditure Account.  
To receive the Financial Statement  
To receive the Opening Receipts in advance, Closing Receipts in advance,  
Opening Debtors, Closing Debtors.

- 9. Appointment of Internal Auditor for 2010/2011.**  
To consider the appointment of Mr Colin Potts as this Parish Council's Internal Auditor for 2010/2011 and receive his certificate of independence.
- 10. Allotments**  
To discuss the proposed lease for Donnington Recreation Ground allotments.
- 11. Minor Local Authority Community Governor**  
To nominate Councillors as Parish Council representatives onto the following school governing bodies:  
Donnington Wood Infant – Councillor P Norton has indicated that he would like to continue as representative.  
Donnington Wood Junior – Councillor B Green has indicated that he would like to continue as representative.  
Lilleshall Primary School - Vacancy.
- 12. Councillor Allowances.**  
To confirm payment of Allowances to Councillors.
- 13. Central Hall, Donnington**  
To consider cost sharing with Telford & Wrekin Council to provide a better footpath/entrance by stoning up the entrance to Central Hall, Donnington. The Parish Council's donation, if agreed, would be £1,000 whilst T&Wr would pay the balance of £1,332.
- 14. Arriva**  
To discuss a letter received from Arriva in response to this Parish Council's concerns regarding the proposed new bus routes for Telford.
- 15. Date of Next Meeting**  
To inform Councillors that the date of the next meeting is 28<sup>th</sup> June 2010 to discuss grant applications.

Yours faithfully

Ralph Morgan  
Clerk to the Parish Council

*The Public and Press are warmly invited to attend. Could anyone wishing to attend who has a disability please inform the Clerk if any special requirements are needed.*

