

# M

## PARISH COUNCIL ANNUAL MEETING AND BUSINESS MEETING Thursday 19<sup>th</sup> May 2016 at 7.15 pm in the council meeting room

13<sup>th</sup> May 2016

I HEREBY SUMMON YOU TO THE annual meeting of the Parish Council and business meeting to be held on Thursday 19<sup>th</sup> May 2016 at 7.15 pm in the council meeting room.



Michael Ward  
Clerk to Albrighton Parish Council

---

### **ANNUAL MEETING OF ALBRIGHTON PARISH COUNCIL**

1. ELECTION OF THE CHAIRMAN OF ALBRIGHTON PARISH COUNCIL.
2. DECLARATION AND ACCEPTANCE OF OFFICE.
3. ELECTION OF THE VICE CHAIRMAN OF ALBRIGHTON PARISH COUNCIL.
4. DECLARATION AND ACCEPTANCE OF OFFICE.
5. REVIEW OF MEMBERS' DECLARATION OF INTERESTS.
6. TO CONFIRM THE CLERK TO THE COUNCIL AS RESPONSIBLE FINANCIAL OFFICER.
7. TO APPOINT AN INTERNAL AUDITOR FOR THE 2016/17 FINANCIAL YEAR.
8. TO REVIEW THE NUMBER OF COUNCIL COMMITTEES AND MEMBERS SERVING ON THEM – list of council committees, working parties and other organisations with Parish Council representation available at the meeting marked as 'Agenda item 8,'
9. TO REVIEW THE NUMBER OF WORKING PARTIES AND OUTSIDE ORGANISATIONS AND MEMBERS SERVING ON THEM.

10. TO REVIEW AND APPROVE THE COUNCIL'S REVISED ASSET REGISTER AT 31<sup>ST</sup> MARCH 2016 – copy of the council's asset register enclosed marked as 'Agenda item 10.'
11. REVIEW OF THE COUNCIL'S ARRANGEMENTS FOR HOLDING VALUABLE LEGAL DOCUMENTS TO INCLUDE LEASES, CONTRACTS AND OTHER LEGAL DOCUMENTS.
12. CLOSURE OF THE ANNUAL MEETING OF ALBRIGHTON PARISH COUNCIL.

## **ORDINARY BUSINESS MEETING OF THE PARISH COUNCIL.**

### **PUBLIC SESSION**

Members of the public are invited to comment and ask questions on any item on the agenda.

#### **1. APOLOGIES**

To receive and approve apologies for absence.

#### **2. DECLARATIONS OF INTEREST:**

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

#### **3. MINUTES OF PREVIOUS MEETINGS:**

- Minutes of business meeting 21<sup>st</sup> April 2016, enclosed marked as 'Agenda item 11a.'
- Minutes of Annual Parish Meeting 5<sup>th</sup> May 2016 enclosed marked as 'Agenda item 11b.'
- Minutes of planning meeting 5<sup>th</sup> May 2016 enclosed marked as 'Agenda item 11c.'

#### **4. MATTERS ARISING**

#### **5. COMMITTEE REPORTS**

- Holiday Club committee report by Cllr. Harrison enclosed marked as 'Agenda item 12.'
- Personnel Committee

To receive the recommendation for the draft contract relating to the Admin Assistant enclosed marked as 'Agenda item 13.'

To receive a recommendation for an extension to the position of Admin Assistant to 31<sup>st</sup> August 2017.

6. SHROPSHIRE COUNCIL REPORT – Cllr. M Pate.

7. REPORTS FROM COUNCILLORS.

8. FINANCE

- Internal Auditor's final report enclosed marked as 'Agenda item 14.'
- To confirm and approve the accounts for the year ended 31<sup>st</sup> March 2016 enclosed marked as 'Agenda item 15.'
- To review and complete the Annual Governance Statement 2015/16 enclosed marked as 'Agenda item 16.'
- To review and approve cheques for May 2016 enclosed marked as 'Agenda item 17.'
- To consider council insurance quotations for 2016/17 and possibly beyond and decide on a suitable company to manage the council's insurance needs.

9. TO CONSIDER THE STATE OF THE DEAD OAK TREE ON COUNCIL LAND AND A REPORT AND QUOTATION FROM WOLVERHAMPTON TREE SERVICES enclosed marked as 'Agenda item 18.'

10. TO CONSIDER A REQUEST FROM DONINGTON WITH BOSCOBEL PARISH COUNCIL TO USE THE COUNCIL MEETING ROOM FOR THEIR MONTHLY MEETINGS AND TO AGREE A SCALE OF CHARGES FOR ANY LETTINGS OF THE ROOM – email enclosed marked as 'Agenda item 19.'

11. TO CONSIDER A REQUEST FOR THE COUNCIL MEETING ROOM TO BE USED FOR FRENCH LESSONS ON WEDNESDAY AFTERNOONS.

12. TO CONSIDER A REQUEST TO LEASE COUNCIL LAND TO ALBRIGHTON TABLE TENNIS CLUB AT THE END OF WORTHINGTON DRIVE IN ORDER FOR THE CLUB TO BUILD A NEW INDOOR SPORTING FACILITY – letter enclosed marked as 'Agenda item 20.'

13. TO CONSIDER QUOTATIONS FOR THE RENOVATION OF A NUMBER OF BENCHES IN THE VILLAGE AND DECIDE ON FURTHER ACTION – quotations enclosed marked as 'Agenda item 21.'

14. TO CONSIDER WHETHER PARKING AT THE FRONT OF THE LIBRARY/COUNCIL OFFICE SHOULD BE ALLOWED OTHER THAN FOR DISABLED PARKING.

15. UPDATE ON THE SWIMMING POOL SITUATION REGARDING THE 2016 SEASON AND TO APPROVE THE PAYMENT OF INVOICES SUPPLIED BY ALBRIGHTON PRIMARY SCHOOL enclosed marked as Agenda item 22.'

16. ITEMS FOR THE AGENDA FOR THE ALBRIGHTON PARISH COUNCIL BUSINESS MEETING ON 16<sup>TH</sup> JUNE 2016

17. CORRESPONDENCE

For information:

- NHS – Community and Care Coordinators based at the local GP practice enclosed marked as 'Agenda item 23.'
- Shropshire Council – Community Infrastructure Levy regulatory requirements enclosed marked as 'Agenda item 24.'
- Shropshire Council – draft proposals with regard to the removal of two wards in Albrighton enclosed marked as 'Agenda item 25.'

For action:

- Shropshire Council – Local Government Act 1982 Schedule 4, Street Trading Consents enclosed marked as 'Agenda item 26.'
- Ludlow Town Council – Invitation to a meeting on 8<sup>th</sup> June to discuss Shropshire Council reduction of services enclosed marked as 'Agenda item 27.'
- Mike Henson – proposal for the opening of a twitter account in conjunction with the website, email enclosed marked as 'Agenda item 28.'
- Manby Bowdler – email to confirm fees regarding the library transfer enclosed marked as 'Agenda item 29.'

18. DATES AND TIMES OF FUTURE MEETINGS

- Albrighton Parish Council planning meeting Thursday 2<sup>nd</sup> June 2016 at 7.15 pm in the council meeting room.
- Albrighton and Donington Councils Transport Committee meeting Wednesday 8<sup>th</sup> June at 3.00 pm in the council meeting room
- Albrighton Parish Council business meeting Thursday 16<sup>th</sup> June 2016 at 7.15 pm in the Council meeting room.

