

Clerk to the Council/RFO: Emma Kay
Chairman: Cllr Mrs Teresa Lewis

You are summoned to attend the Annual Council meeting on Monday 11 May 2015 at
7.00pm in the Memorial Hall.

Emma Kay

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Clerk to the Council

1 May 2015

A G E N D A

- AC01.15 **ELECTION OF CHAIRMAN AND VICE CHAIRMAN** – *In accordance with Standing Orders 2e) - It is customary that the Chair and Vice Chair (if any) shall be expected to serve for a two year term of office. The positions are to be filled by the longest serving member yet to have held those offices.*
- AC02.15 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE.**
- AC03.15 **DECLARATIONS OF INTEREST** – *Disclosure of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.*
- AC04.15 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – *To allow members of the public the opportunity to speak on an item listed on the Agenda up to a maximum of 3 minutes.*
- AC05.15 **MINUTES** – *To agree and sign the minutes of the Full Council meeting held on Monday 20 April 2015.*
- AC06.15 **MATTERS ARISING** – *To consider any matters arising from the minutes of the Full Council Meeting held on Monday 20 April 2015.*
- AC07.15 **STANDING ORDERS (Please bring your Standing Orders with you)** – *In accordance with Section 2 - Ordinary Council Meetings:*
- a) **Review Committee Terms of Reference** – *Page 16.*
 - b) **Adoption of the Minutes from Committees** – *To adopt the minutes of Committees that have taken place since the last Full Parish Council Meeting.*

- c) **Nominations to existing committees** – *To select Members for the following committees, current members as listed:*
- i) **Finance** – Cllrs Parkhurst, Gordon, Mrs Lewis, Clarke, Jones, Mrs Trickett, Ball and Keel.
 - ii) **Amenities** – Cllrs Clarke, Mrs Whittall, Mrs Lewis, Parkhurst and Keel.
 - iii) **Planning** – Cllrs Ball, Mrs Trickett, Mrs Lewis, Jones and Gordon.
 - iv) **Personnel** – the Chair and Vice–Chair and Chairs of the other Standing Committees.
- d) **Appointment of New Committees** – *Discuss the requirement for any new committees, confirmation of terms of reference, number of members and receipt of nominations.*
- e) **Review, amend and adoption of Standing Orders and Financial Regulations.**
- f) **Review of arrangements with other local authorities.**
- g) **Review of the Council’s representation on external bodies** – *To select member’s to represent the Parish Council on the following committees and organisations.*

Organisation/Committee	Current Representative
Shropshire Association of Local Council (SALC/ALC)	Cllr Clarke, Cllr Mrs Lewis
Memorial Hall	Cllr Clarke
Thomas Bowdler Education Charity	Vacant
Allotment Association	Cllr Clarke
Lyth Hill Management Committee	Cllr Clarke, Cllr Mrs Whittall
Bayston Hill Liaison Committee	Cllr Clarke, Cllr Parkhurst
Bayston Hill Bowling Club	Cllr Clarke
Neighbourhood Watch Group	Cllr Mrs Lewis
Shropshire County Council Emergency Planning	Cllr Moraghen, Cllr Clarke
Campaign to Protect Rural England	Cllr Moraghen Cllr Mrs Trickett
Bayston Hill Local Joint Committee	Cllr Moraghen, Cllr Parkhurst, Cllr Mrs Lewis

- h) **Review of eligibility to exercise the power of Competence.**
- i) **Review of Council’s and/or employees’ membership of other bodies.**
- j) **Review Council’s Complaint procedure.**

- k) **Review Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – Section 28, page 23.**
- l) **Review the Parish Council's policy for dealing with the press and media – Section 29, page 24.**
- m) **Set the dates, times and place of ordinary meetings of the Full Council for the year ahead.**

AC08.15 **END OF YEAR ACCOUNTS** – *To agree and sign the End of Year Accounts.*

AC09.15 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – *To review the current insurance cover, which is a three year agreement, prior to re-insuring on 31 May 2015. The coming year's price will be presented following exclusion of the Press and Public.*

AC10.15 **CHAIRMAN'S ANNUAL REPORT 2014 – 2015**

AC11.15 **REPORTS BY PARISH COUNCIL REPRESENTATIVES**

- *Area Local Committee*
- *Thomas Bowdler Education Foundation*
- *Lyth Hill Management Committee*
- *Bayston Hill Bowling Club*
- *SCC Emergency Planning*
- *Local Joint Committee*
- *Memorial Hall*
- *Bayston Hill Liaison Committee*
- *Neighbourhood Watch Group*
- *Campaign to Protect Rural England.*

AC12.15 **TO APPROVE AND SIGN ALL PAYMENTS**

AC13.15 **EXCLUSION OF THE PRESS AND PUBLIC** - *To pass resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters.*

AC14.15 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – *To review the quote for insurance renewal for the coming year.*