

Clerk to the Council/RFO: Caroline Higgins  
Chairman: Cllr Mr Fred Jones

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You are summoned to attend the Annual Council meeting on Monday 9 May 2016 at  
**7.30pm** in the Memorial Hall.

*Caroline Higgins*

**Caroline Higgins**  
Clerk to the Council

3 May 2016

## **A G E N D A**

- AC01.16    **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. A vacancy has arisen for the position of Vice Chairman.*
- AC02.16    **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE.**
- AC03.16    **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.*
- AC04.16    **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.*
- AC05.16    **MINUTES** – *To agree and sign the minutes of the Full Council meeting held on Monday 18 April 2016.*
- AC06.16    **MATTERS ARISING** – *To consider any matters arising from the minutes of the Full Council Meeting held on Monday 18 April 2016.*
- AC07.16    **Review Committee Terms of Reference** – *Page 16 of Standing Orders.*
- AC08.16    **Adoption of the Minutes from Committees** – *To adopt the minutes of Committees that have taken place since the last Full Parish Council Meeting. (None).*

- AC09.16      **Nominations to existing committees** – *To select Members for the following committees, current members as listed:*
- i) **Finance** – Cllrs Parkhurst, Gordon, Clarke, Jones, Ms Candy, Clarke, Gouge, Jones and Keel.
  - ii) **Amenities** – Cllrs Clarke, Mrs Whittall, Mrs Lewis, Parkhurst, Breeze, Gordon and Keel.
  - iii) **Planning** – Cllrs Mrs Lewis, Jones, Breeze, Ms Candy and Gouge. *It is recommended that at least one additional member is appointed to ensure Planning Committee meetings are able to remain quorate over time.*
  - iv) **Personnel** – the Chair and Vice–Chair and Chairs of the other Standing Committees.
- AC10.16      **Appointment of New Committees** – *Discuss the requirement for any new committees, confirmation of terms of reference, number of members and receipt of nominations.*
- AC11.16      **Review, amendment and adoption of Standing Orders and Financial Regulations.** *It is recommended that this item be deferred to a later meeting.*
- AC12.16      **Review of arrangements with other local authorities.**
- AC13.16      **Review of the Council’s representation on external bodies** – *To select member’s to represent the Parish Council on the following committees and organisations.*

<b>Organisation/Committee</b>	<b>Current Representative</b>
Shropshire Association of Local Council (SALC/ALC)	Cllr Clarke, Cllr Breeze
Memorial Hall	Cllr Clarke
Thomas Bowdler Education Charity	Cllr Ms Candy
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 Council Emergency Planning	Cllr Keel, Cllr Clarke
Campaign to Protect Rural England	Cllr Ms Candy <i>Vacancy</i>
Bayston Hill Local Joint Committee	Cllr Breeze, Cllr Parkhurst, Cllr Mrs Lewis
Patient Participation Group, Beeches Medical Practice	Cllr Mrs Lewis

- AC14.16 **Review of eligibility to exercise the power of Competence.** *To note that the Council is not presently eligible to exercise the Power of Competence as the current Clerk is unqualified.*
- AC15.16 **Review of Council's and/or employees' membership of other bodies.** *To note that the Clerk is a member of the Society of Local Council Clerks.*
- AC16.16 **Review Council's Complaint procedure.**
- AC17.16 **Review Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – Standing Orders Section 28, page 23.**
- AC18.16 **Review the Parish Council's policy for dealing with the press and media – Standing orders Section 29, page 24.**
- AC19.16 **Set the dates, times and place of ordinary meetings of the Full Council for the year ahead.** *To confirm the dates agreed at the Full Council Meeting held on 18 January 2016.*
- AC20.16 **ANNUAL RETURN –** *To receive a report from the Clerk as to progress towards the completion of the End of Year Accounts. To approve a draft Statement of Accounts for presentation at the Annual Parish Meeting. To defer the approval of the Annual Governance Statement and Annual Statement of Accounts to the meeting to be held on 20 June 2016.*
- AC21.16 **APPOINTMENT OF INTERNAL AUDITOR –** *To appoint a suitably qualified and experienced internal auditor for the financial year 2016 -17.*
- AC22.16 **REVIEW ARRANGEMENTS FOR INSURANCE COVER –** *To review the current insurance cover, which is a three year agreement, prior to re-insuring on 31 May 2017.*
- AC23.16 **CHAIRMAN'S ANNUAL REPORT 2015 – 2016**
- AC24.16 **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.*
- AC25.16 **COMMEMORATION OF THE 75<sup>TH</sup> ANNIVERSARY OF THE DEATH OF ERIC STANLEY LOCK ON 3/8/2016 –** *To consider a request that the Parish Council arranges or supports a public ceremony to mark the anniversary.*

- AC26.16     **PURCHASE OF PICNIC BENCHES – LONG MEADOW PLAY PARK**  
*To approve the purchase of two picnic benches and associated security fixings, plus delivery charges.*
- AC27.16     **TO APPROVE AND SIGN ALL PAYMENTS**
- AC28.16     **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.*
- AC29.16     **MINUTES –** *To approve and sign the confidential minutes of the Full Council meeting held on Monday 18 April 2016.*
- AC30.16     **MATTERS ARISING –** *Any matters arising from the confidential minutes of the meeting held on Monday 18 April 2016.*
- AC31.16     **REVIEW ARRANGEMENTS FOR INSURANCE COVER –** *To review the quote for insurance renewal for the coming year.*