

You are summoned to attend the Annual Council meeting on Monday 12th May 2025 at 7:15pm in the Memorial Hall.



**J Hodgkiss**  
Clerk to the Council

2<sup>nd</sup> May 2025

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

**Item 01.25 ELECTION OF CHAIRMAN**

The retiring Chairman (if present) shall preside over this item, which shall be the first business of the Council. The Chairman will call for nominations and nominees shall indicate their willingness to stand. The elected Chairman shall sign a Declaration of Acceptance of Office in the prescribed form before taking the Chair.

**Item 02.25 ELECTION OF VICE CHAIRMAN**

The Chairman will call for nominations and nominees shall indicate their willingness to stand. The elected Vice-Chairman shall sign a Declaration of Acceptance of Office in the prescribed form.

**Item 03.25 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

**Item 04.25 DECLARATIONS OF INTEREST**

In accordance with the Council's Code of Conduct, members shall withdraw from any discussion or vote for which they hold a disclosable pecuniary interest.

**Item 05.25 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.

**Item 06.25 MINUTES**

To agree and sign off the minutes of the Full Council meeting held on 31<sup>st</sup> March 2025.

**Item 07.25 GENERAL POWER OF COMPETENCE - To adopt the following resolution: -**  
*"The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed*

*Conditions) Order 2012. We further resolve to adopt a General Power of Competence.”*

- Item 08.25 **REVIEW ARRANGEMENTS FOR INSURANCE COVER**  
To approve insurance cover.
- Item 09.25 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING**  
To approve the attached schedule.
- Item 10.25 **REVIEW OF COMMITTEES**  
The Council shall review the structure; delegated authorities, and terms of reference of its standing Committees and appoint members to serve until the next Annual Council Meeting; (Details of current membership attached.)
- Item 11.25 **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**  
To review and adopt the Standing Orders and Financial Regulations.
- Item 12.25 **REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**  
To review and confirm the ongoing financial contributions to Shropshire Council for the maintenance of Bayston Hill Library (LGA 1972, S137) and Lyth Hill Country Park (Open Spaces Act 1906)
- Item 13.25 **REVIEW OF THE COUNCIL’S MEMBERSHIP AND REPRESENTATION ON EXTERNAL BODIES**  
To receive and note reports from representatives to external bodies (see list of current representatives attached)
- Item 14.25 **REVIEW AND ADOPTION OF COMPLAINTS PROCEDURES**  
Review and adopt attached policy.
- Item 15.25 **REVIEW OF THE PARISH COUNCIL’S POLICY FOR DEALING WITH THE PRESS AND MEDIA**  
Review and adopt attached policy.
- Item 16.25 **DATA PROTECTION POLICY**  
Review and adopt attached policy.
- Item 17.25 **PAYMENTS**  
To approve all payments, as per attached schedule, including April salaries
- Item 18.25 **REVIEW ASSET REGISTER INCLUDING LAND AND BUILDINGS**  
To review and adopt the Asset Register up to 31/3/25.
- Item 19.25 **REVIEW s137 EXPENDITURE**  
To note the expenditure in 2024/25 and the limit of expenditure in 2025/26
- Item 20.25 **REVIEW OF WORKING GROUPS**  
To review membership and note reports from each group.
- Item 21.25 **NEIGHBOURHOOD PLAN STEERING GROUP**

To approve the formation, number of members and terms of reference of the NP Steering Group.

Item 22.25 **BANK MANDATES**

To approve bank signatories.

Item 23.25 **PAVILION REFURBISHMENT**

To approve layout change to plans and procurement of survey.

Item 24.25 **FREEDOM OF THE PARISH**

To approve the policy to create the award of Freeman/Freewoman of the parish.