

**St Georges & Priorslee Parish Council**

**Parish Centre, Grove Street**

**St Georges, Telford TF2 9LJ**

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TO ALL MEMBERS OF ST GEORGE’S & PRIORSLEE PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF** St Georges & Priorslee Parish Council, to be held on Tuesday 21st May 2019 at **7.00pm** at St Georges & Priorslee Parish Centre, Grove Street, St Georges.

Yours faithfully

Wendy Tonge (Mrs)

**Parish Clerk**

**A G E N D A**

1. Public question time. Fifteen minutes is allowed for any questions from the public.
2. Election of Chairman.
3. Chairman to sign Declaration of acceptance of office.
4. Election of Vice Chairman.
5. Apologies: To accept the apologies of those unable to attend
6. Declarations of Interest
   * 1. Personal
     2. Pecuniary
7. Minutes: to approve the following Minutes of the Council’s meetings:
   * 1. Council Annual Parish Meeting of 16th April 2019
     2. Council Meeting of 16th April 2019
8. Clerks update on any matters arising from the previous meeting.
9. To confirm the proposed timetable of dates for Full Parish Council meetings (currently the third Tuesday in every month excluding January & August).
10. Appointment of members to Standing Committees: To discuss delegating powers to committees required by the Parish Council and appoint Councillors to those committees (The Chairman and Vice-Chairman are ex-officio members of all Committees).

Current committees are:

1. Parish Plan Committee
2. Staffing Committee
3. Appointment on New Committees: To consider the appointment of new committees, the number of members and receipts of nominations to them, if applicable.

12. The General Power of Competence: to resolve that St Georges & Priorslee Parish Council are eligible and meet the

following criteria :

Two thirds of the Council are elected at the time of the resolution, the clerk holds the Certificate in Local Council Administration (CiLCA).

1. Affiliation/Membership to other organisations: To review the Council’s membership to the following:
   * 1. Shropshire Association of Local Councils (SALC) annual affiliation fee of £1,899.01
     2. Society of Local Council Clerks (SLCC) annual affiliation fee of £175.00

14. To appoint Councillors as representatives to the following outside bodies:

(a) SALC Wrekin Area Executive Committee

(b) St Georges Recreation Ground

(c) Bus Users Group

(d) Tree Warden

(e) Snow Warden

(f) Granville Park Management

(g) Friends of the Cockshutt

(h) Parish Charter Monitoring Group

(i) Parish Forum

(j) St Georges Partnership

(k) Wrekin Area Committee

15. Planning:

1. To consider any Planning Applications (Schedule attached)
2. Planning Decisions - Planning decisions received and ‘Full Granted’ from Telford & Wrekin (Schedule attached)
3. Procedure for dealing with planning matters: to review current procedure

16. Finance:

(a) To approve accounts due for payment in May 2019 (Schedule provided)

(b) Signatories of bank account: to confirm the appointment of signatories for the RBS account

(c) Payments by on-line banking: to ratify the continuation of paying service providers

(d) Payments by credit card: to ratify the continuation of purchases for the parish council by credit card

(e) Quarterly Finance checks: to appoint a Council member to conduct a check of finances every quarter

throughout the financial year.

17. Fixed Asset Register & Insurance 2019/2020 – To be considered and adopted by Council

18. Review of Council Policies & Procedures (previously circulated to all members by the Clerk)

(a) To continue to adopt council policies & procedures

(b) To consider the adoption of the following:

* + - * Safeguarding Policy/Code of Conduct
      * Protocol – Councillor/Clerk Relations

19. Community Projects & Events: Officers briefing to Members

(a) To consider purchase of litter pickers and clothing for parish staff

(b) Parish Newsletter June 2019 – to request suggestions for any key features

and articles

(c) Llandudno 2019 – to confirm number of volunteer’s available and dates for ticket sales

20. Charges for Parish Centre: to review the current charges to hirers of the parish centre

21. Wildlife Information Board at The Flash: to consider quote received

22. Memorial Gates/Wall: to inform members of urgent repairs carried out under delegated powers

23. Correspondence received:

(a) Invitation to attend Armed Forces Day – Shifnal Town Council

(b) Police & Crime Survey 2019 – Invitation from Police & Crime Commissioner for West Mercia

(c) Letter from Shropshire CCG and Telford & Wrekin CCG regarding an important announcement on

Proposal’s to become one organisation.