



**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 16<sup>th</sup> May 2017 at **7.00pm** at St Georges & Priorslee Parish Centre, Grove Street, St Georges.

Yours faithfully

Wendy Tonge (Mrs)  
**Parish Clerk**

**AGENDA**

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. Apologies.
5. Election of Vice Chairman
6. Declarations of Interest
  - a. Personal
  - b. Prejudicial
7. To confirm dates for Parish Council meetings (currently the third Tuesday in every month excluding August)
8. To appoint representatives to outside bodies as follows:
  - (a) SALC Wrekin Area Executive Committee (currently Councillor R Williams)
  - (b) St Georges Recreation Ground (currently Councillor S Overton)
  - (c) Bus Users Group (currently Councillor I Fletcher)
  - (d) Tree Warden (currently Councillor I Fletcher)
  - (e) Snow Warden (currently Councillor R Overton)
  - (f) Granville Park Management (currently Councillors I Fletcher and R Williams)
  - (g) Friends of the Cockshutt (currently Councillor T Hoof, S Malpass, R Overton and R (Williams)
  - (h) Parish Charter Monitoring Group (currently Councillor R Williams)

- (i) Parish Forum (currently Councillor R Williams)
  - (j) St Georges Partnership (currently Councillor R Overton)
9. To appoint representatives to Staffing Committee (currently Councillor B Richards, R Williams, Hoof, R Overton) T
10. Minutes: to approve the Minutes of the meeting held on 18<sup>th</sup> April 2017 (copy provided)
11. Clerks update on any matters arising since the last Minutes.
- (a) Hanging Baskets 2017
12. Clerks Report May 2017
- (a) Parish Centre Furniture
  - (b) PET team meetings
  - (d) Parish Website
13. Planning
- (b) To consider any Planning Applications (Schedule attached)
  - (c) Planning Decisions - Planning decisions received and 'Full Granted' from Telford & Wrekin (Schedule attached)
  - (d) Pre-Application Advice – Councillor R Williams
14. Internal Audit
- (e) May 2017 visit & report. To agree if any response to internal auditor
  - (f) To consider quotes for Internal Auditor for 2017/2018
15. Annual return/year end accounts
- (g) To approve Annual Return Governance Statement 2016/2017: to be signed by the Chairman
  - (h) To approve accounting statement 2016/2017 and accompanying year end accounts: to be signed by the Chairman
  - (i) Clerk to inform Council of intention to display notice of Electors Rights Council to approve and adopt fixed asset register
16. Monthly Payment Schedule
- (a) To approve accounts due for payment in May 2017 (Schedule provided)
  - (b) Cancellation of 3 cheques dated 21/03/17: Cheque No's: 011255,011259, 011260
  - (j) To approve contribution of £1,000 to St Georges C of E Primary School towards the cost of Heating & Lighting 2017/2018
17. Fixed Asset Register & Insurance 2017/2018 – To be considered and adopted by Council
18. Review of Documentation
- (a) Standing Orders
  - (b) Financial Regulations
  - (c) Complaints & Grievance Procedure
  - (d) Disciplinary & Grievance Procedure
  - (e) Health & Safety Policy & Risk Assessment
  - (f) Communication Policy
  - (g) Councillors Code of conduct
  - (h) Adoption of Grant Allocation Form & Policy

19. Correspondence

- (a) June 8<sup>th</sup> Election Polling Station- Telford & Wrekin Council
- (b) Limekiln Roundabout planting scheme – Telford & Wrekin Council
- (c) Speed indicator devices, Church Street, St Georges – Telford & Wrekin Council
- (d) Battle of Britain – 24<sup>th</sup> September 2017 event Wrekin (Wellington) Branch
- (e) The Flash – footway lighting replacement scheme- Telford & Wrekin Council
- (f) St Georges Community Group – invitation to planned events (previously
- (g) Newport Neighbourhood Development Plan – Newport Town Council