

Donington with Boscobel Parish Council

Clerk to the Council Catherine Lane
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To all members of Donington with Boscobel Parish Council - Councillors:

I HEREBY GIVE YOU NOTICE that there will be the Annual Meeting of Donington with Boscobel Parish Council on Tuesday 20th June 2017, at the Red House Albrighton, commencing at 7:00pm.

Signed: Clerk to the Council.....Date 12th June 2017

AGENDA

1. Welcome by the Chairman:

2. Apologies for absence and reasons:

The Council is to receive, consider and accept as appropriate, any apologies for absence.

3. Declarations of Interest:

a) Pecuniary b) Personal

4. Minutes.

To confirm the minutes of the Council Meeting held on 16th May 2017.

5. Matters Arising from those minutes: None.

6. New Business:

(a) Co-option onto the Council – the Council to consider any nominations.

(b) appointment of a representative on the Relief in Need Charity – Council to consider.

(c) Annual Return – Council to consider and approve the following:

Section 1 -Annual Governance Statement 2016/17. To answer yes or no. Please see attached guidance for what “yes” means.

- 1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 2) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
- 4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5) We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of

- internal controls and / or insurance cover where required.
- 6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
 - 7) We took appropriate action on all matters raised in reports from the internal and external audit.
 - 8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have financial impact on this smaller authority and, where appropriate have included them in the accounting statements.
 - 9) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) / assets. Including financial reporting and, if required, independent examination or audit.

Section 2 – Accounting Statements for 2016/17 – Council to agree the statements for the year 2016/17. Please see attached.

7. Reports:

- (a) Village Halls Committee (Cllr Kirton).
- (b) SALC (Cllr Beechey).
- (c) Idsall School (Cllr P. Hurlstone).
- (d) Footpaths Group (Cllr. White).
- (e) RAF Cosford (Sqn.Ldr. Wilson).
- (f) Local Nature Reserve (Cllr D. Hickman).
- (g) Albrighton Swimming Pool.
- (h) Parish Flyer.
- (i) New Build Committee.
- (j) Unitary Council Updates (SC Cllr S. West).
- (k) Clerks Report.
- (l) Any other reports.

8. Correspondence: For Action.

- (a) **Transparency of the Council** – a request has been made for the Council to become more transparent, Council to discuss.
- (b) **Albrighton Swimming Club** – request for financial help, please see Clerks report for details. Council to consider.
- (c) **Sheriffhales Parish Council** – Invite for Chairman and guest to attend Civic Service, St Mary's Church, Sunday 2nd July at 3pm.
- (d) **Albrighton Parish Council** – have suggested that DBPC contribute £340 for the Planter located by the village entrance, near to Wyevale Garden Centre. Council to discuss.
- (e) **Albrighton Community Responders** – request for grant towards purchasing an emergency response vehicle. Council to consider.
- (f) **Albrighton Football Club** – request for grant to support the Club. Council to consider.

8.1 Correspondence: For information only.

- (a) **Merchant Navy Day Sunday 3rd September** – local Council's encouraged to show support by flying the Red Ensign.
- (b) **Campaign to Protect Rural England** – AGM 27th June 2017 at Soulton Hall, near Wem, Tickets £12.50.

9. Planning.

(a) Applications: None.

(b) Permission Granted:

Reference: **17/01554/FUL**

Address: J K Fresh Produce, Long Lane, Neachley, Shifnal, TF11 8PJ.

Proposal: Erection of a general purpose agricultural building.

Decision: Permission Granted – 24.05.17

(c) Permission Refusals: None.

(d) Any other planning matters: None.

10. Finance.

To approve the following payments:

(a) Came & Company	Insurance renewal	£700.05
(b) JDH Business Services	Internal Audit	£213.60
(c) C. Lane	Salary June	£300.56
(d) HMRC	Income Tax June	£15.60

11. Training.

Fundamentals for Councillors – 29th June, 5:30pm – 7:30pm, Shirehall.

Introduction to Business Planning: Top ten tips – 30th June, 10:30 – 1pm, Shirehall.

Be a Better Councillor – 7th July, 9:30am – 4pm, Dawley Town Hall.

12. Date of the Next Meeting 18.07.17

Items for the agenda to be notified to the clerk by 07.07.17