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**NOTICE OF ANNUAL COUNCIL MEETING, TO BE HELD ON MONDAY, 20TH
MAY 2024 AT THE COCK INN FUNCTION ROOM, HANWOOD AT 7.30PM**

Signed

A handwritten signature in black ink that reads 'R Turner'.

Rebecca Turner, Clerk to the Council

15th May 2024

AGENDA

- 01/2425 **ELECTION OF CHAIR FOR MUNICIPAL YEAR 2024/5**
(i) *To elect a Chair*
(ii) *Chair to sign witnessed Declaration of Acceptance of Office, or Council to agree a deferred date for its completion*
- 02/2425 **PERSONS PRESENT AND TO RECEIVE APOLOGIES FOR ABSENCE**
- 03/2425 **DISCLOSURE OF PECUNIARY INTERESTS & DISPENSATION REQUESTS**
a) *Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.*
b) *To consider any new dispensation requests*
c) *To declare any gifts or hospitality*
- 04/2425 **ELECTION OF VICE CHAIR FOR MUNICIPAL YEAR 2024/5**
- 05/2425 **PUBLIC PARTICIPATION SESSION**
A period of 15 minutes is set aside to allow the public the opportunity to speak on any agenda item.
- 06/2425 **MINUTES** - *To confirm the minutes of the Council Meeting dated 22ND April 2024 as being a true record and to authorise the chairman to sign them.*
- 07/2424 **APPOINTMENT OF COMMITTEES, WORKING GROUPS**
a) *Personnel Committee*
(i) *To adopt TOR*
(ii) *To appoint members and determine arrangements for appointing a Chairman*
b) *Speed Camera WG*
c) *Open spaces/memorial garden/public realm WG*
d) *To identify any other required working groups and committees*
- 08/2425 **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**
a) *SALC Area committee*
b) *Youth club committee*
c) *Village Hall committee*
- 09/2425 **REVIEW OF KEY POLICIES**
a) *Standing Orders*

- b) *Risk Management Policy*
- c) *Asset Register as at 31.3.24*
- d) *Insurance*
- e) *Disciplinary Procedure*
- f) *Grievance Procedure*

10/2425 **ANNUAL FINANCIAL MATTERS**

- a) *Q4 bank reconciliation 2023/4, budget report & variances explanation*
- b) *Annual Governance and Accountability Return (AGAR)– to approve:*
 - (i) *AGAR - Internal Auditor's report*
 - (ii) *AGAR - Section 1 - Annual Governance Statement*
 - (iii) *AGAR - Section 2 - Accounting Statements*
 - (iv) *Electors' Rights dates*
- c) *Use of Direct Debits and Standing Orders for certain payments (suggested are salary, HMRC PAYE, Pension, grounds maintenance, ICO)*
- d) *EMG application 2024/5*
- e) *Renewal of software applications (required are Zoom, anti-virus, Backblaze, Office 365, Brightpay, Adobe Pro, cost to be split 3 ways if possible)*

11/2425 **REPORTS**

- a) *Police Report*
- b) *Shropshire Council*
- c) *Youth club*
- d) *Village Hall*
- e) *Speed Camera WG*
- f) *Open spaces/memorial garden/public realm WG*
- g) *Newsletter*
- h) *Parish Councillor Reports (of external meetings attended)*

12/2425 **FINANCIAL MATTERS**

- a) *To approve payments including payments made between meetings*
- b) *Income received*
- c) *Update on Lloyds bank mandate updates and opening of Nationwide BS account*
- d) *Church grant application for churchyard maintenance*

13/2425 **PLANNING NOTIFICATIONS – FOR INFORMATION**

None at time of issuing agenda.

14/2425 **PLANNING APPLICATIONS – FOR COMMENT**

None at time of issuing agenda.

15/2425 **PARISH MATTERS**

- a) *Highways matters - updates*
 - (i) *Flooding road to Edgebold*
 - (ii) *Flooding Station Cottages*
 - (iii) *Orchard Lane*
 - (iv) *VAS at Edgebold*
- b) *Lights at Hanwood Village Hall*
- c) *40mph and white road marking on road between Hanwood and Edgebold roundabout.*
- d) *D day 2024 event- update*
- e) *Asset repairs*
- f) *Bollards, Vine Close*
- g) *Caradoc play area maintenance matters*
- h) *King Portrait*
- i) *PO Box Address and Council phone number*
- j) *Other parish matters – reports*

16/2425 **CORRESPONDENCE AND CONSULTATIONS - to consider response**

- a) *SALC Bulletins*
- b) *SC School Library Service consultation - [School Library Service | Shropshire Council](#)*
- c) *Green Waste charging consultation- [Garden waste and household recycling centres](#)*

[consultation | Shropshire Council](#)

- d) *Empty Homes consultation* – [Empty homes consultation | Shropshire Council](#)
- e) *Draft Independent Living and Specialist Accommodation Strategy* - [Draft Independent Living and Specialist Accommodation Strategy | Shropshire Council](#)
- f) *Local Plan Review consultation* - [Draft Shropshire Local Plan | Shropshire Council](#)
- g) *Any other consultations*

17/2425 **NEXT MEETING**

- a) Monday, 24th June 2024 - Council Meeting, 7.30pm
- b) Items for agenda
 - Financial Regulations

18/2425 *It is **RECOMMENDED** that pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded during discussion of Items 19/2425 to 20/2425 due to the likely disclosure of confidential information*

19/2425 **WEBSITE AND EMAILS** – to consider quotes received.

20/2425 **PENSION ANNUAL RETURNS**