

# Hadley and Leegomery Parish Council

Hadley Community Centre, High Street, Hadley, Telford TF1 5NL

Telephone/Fax: (01952) 245501

Email: clerk@hadleyandleegomery-pc.org.uk

Website: www.hadleyandleegomery-pc.org.uk

To all members of the Council

11<sup>th</sup> May 2023

Dear Sir/Madam

A meeting of the Hadley and Leegomery Parish Council Meeting will be held on **Tuesday 16<sup>th</sup> May . 2023.**  
Commencing at **7.00 P.M.** at **HADLEY COMMUNITY CENTRE, HADLEY, TELFORD.**

**All members are summoned to attend for the transaction of the following business.**

Yours faithfully

Gemma Offland

**Note:**

The public session which is normally held at the beginning of meetings of the full council will not take place at this meeting due to the items that are required to be dealt with at the Annual Meeting of the Council.

## **AGENDA**

**(Under section 15 of the Local Government Act 1972, the retiring chairman continues in office until a successor becomes entitled to act as chairman, that is, until agenda item 1 has been dealt with)**

### **1. CHAIRMAN OF THE COUNCIL**

(a) To **elect** a Chairman of the Council.

(b) The Chairman to subscribe a declaration of acceptance of the office of Chairman.

### **2. VICE-CHAIRMAN OF THE COUNCIL**

To **elect** a Vice-Chairman of the Council

### **3. APOLOGIES FOR ABSENCE**

To **receive for approval and acceptance** any apologies for absence.

**NOTE:** Apologies for absence do not have to be submitted in writing but should be made directly to the Clerk in advance of the relevant meeting. The Council is not obliged to approve apologies and can only approve apologies when the reason for absence is known. By law employers must give councillors reasonable time off to attend to council affairs and to perform approved duties, having regard to the impact of the employee's absence on the business and the amount of time required or already taken by the employee on trade union duties. The councillor may complain to an employment tribunal if the employer fails to do so

### **4. DISCLOSABLE PECUNIARY INTERESTS**

**Declaration of any disclosable pecuniary interests** in items included in the agenda for discussion at the meeting.

Members are reminded that they are required to leave the room during the discussion and voting on matters in which

they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer unless they have been granted a dispensation to take part.

Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer unless they have been granted a dispensation to take part.

## 5. MINUTES

To **confirm** the minutes of the meeting of the Council held on the 2<sup>nd</sup> May 2023 – see **Appendix A**.

## APPOINTMENT OF COMMITTEES AND ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

### Note – for information: non-councillor members of committees

Section 102(3) of the Local Government Act 1972 enables a council to co-opt on to its committees or subcommittees persons who are not councillors, which is usually on account of their special interest or expertise in a committee's work and responsibilities. Committees or sub-committees that regulate and control the council's finances cannot include non-councillors. Non-councillors voting rights are limited by statute and are confined to the following specified statutory functions:

- The management of land owned or occupied by the council
- The functions of a council as a harbour authority
- Any function relating to the promotion of tourism (**section 144, LGA 1972**)
- Any function relating to the management of a festival or entertainment (**section 145, LGA 1972**)

## 6. FINANCE AND GENERAL PURPOSES COMMITTEE

- To **appoint** up to eleven members to serve on the Committee, or such other number as the council may decide.
- To **elect** a Chairman of the Committee
- To **elect** a Vice-Chairman of the Committee
- To **defer Appendix B** for the Terms of Reference of Finance and General Purposes Committee to the committee to determine.

## 7. PARISH EVENTS COMMITTEE

- To **appoint** up to seven members to serve on the Committee, or such other number as the council may decide.
- If desired, to appoint non-councillors to serve on the Committee (see above regarding voting rights of non-councillors) – **Appendix C**
- To **elect** a Chairman of the Committee
- To **elect** a Vice- Chairman of the committee
- To **defer Appendix D** for the Terms of Reference of Parish Events Committee to the committee to determine.

## 8. PLANNING AND ENVIRONMENT COMMITTEE

- To appoint one member from each Parish ward to serve on the Committee, or such other number as the council may decide.
- To elect a Chairman of the Committee
- To **elect** a Vice- Chairman of the committee
- To **defer Appendix E** for the Terms of Reference of Planning and Environment Committee to the committee to determine.

## 9. PERSONNEL COMMITTEE

- (a) To **appoint** six members to serve on the Committee, or such other number as the Council may decide (**NB** – Members of the Personnel Committee may not also sit on the Appeals Committee).
- (b) To **elect** a Chairman of the Committee.

## 10. APPEALS COMMITTEE

- (a) To **appoint** six members to serve on the Committee, or such other number as the Council may decide (**NB** – Members of the Appeals Committee may not also sit on the Personnel Committee).
- (b) To **elect** a Chairman of the Committee or to confirm that the Committee will elect a chairman at its first meeting.
- (c) To note Terms of Reference Personnel and Appeals Committee- **Appendix F**.

## 11. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To **appoint** Councillors or others to represent the Council on the under-mentioned bodies until the next annual meeting (the number of representatives is shown in brackets):

- (a) Wrekin Area Committee of Shropshire Association of Local Councils (2)
- (b) Telford & Wrekin Council Town & Parish Council Partnership Agreement meetings (1)
- (c) Telford and Wrekin Parish Forum (1)
- (d) Snow Warden (1)
- (e) Telford and Wrekin Bus Users' Group (1)
- (f) Tree and Environment Warden (1)
- (g) National Association of Councillors (1) – to act as a correspondent.
- (h) Shrewsbury & Telford Hospital NHS Trust Community Membership Meetings (1)
- (i) Leegomery Community Centre – to attend meetings only
- (j) Parish Mental Health Champion (1)
- (k) Telford & Wrekin Parish & Town Council Climate Change Working Group (1)

## 12. PLANNING PRE-APPLICATION ENQUIRIES

To **confirm** the **continuation** of current arrangements for responding to Planning Pre-Application Enquiries with Planning Pre-Application Enquiries being dealt with by the Parish Councillors for the Parish Ward to which the enquiry relates (**Note** – Ward Members are notified of Planning Pre-Application Enquiries within their Ward).

## 13. COMMUNITY ACTION TEAM LIAISON MEETINGS

To **nominate** members to attend liaison meetings relating to Telford & Wrekin Council's Community Action Team (Neighbourhood Enforcement Team and Public Realm Team) as and when these are arranged.

## 14. STANDING ORDERS

To **review** and **adopt** Hadley and Leegomery Parish Council Standing Orders- **Appendix G**.

## 15. FINANCIAL REGULATIONS

To **review** and **Adopt** Financial Regulations- **Appendix H**

## 16. INSURANCE

To **note** Hadley and Leegomery Insurance- **Appendix I.**

## **17. OUTSIDE ORGNAISATIONS**

a) To **note** SALC and NALC Membership.

b) To **note** SLCC membership.

## **18. ASSETS AND LAND**

To **defer** to next meeting

## **19. POLICIES AND PROCEDURES**

a) To **note** current council HR Policies to defer to personnel committee to determine- **Appendix J**

## **20. COUNCIL MEETINGS**

To **confirm** council meetings and committees for a year- **Appendix K.**

## **21. DATES OF FUTURE MEETINGS**

To **confirm** the dates of the following meetings:

- |                                      |  |
|--------------------------------------|--|
| • Finance and General Purposes       | 23rd May 2023 at <b>7:00pm</b>             |
| • Planning and Environment Committee | 24 <sup>th</sup> May 2023 at <b>6:00pm</b> |
| • Full Council                       | 6 <sup>th</sup> June 2023 at <b>7:00pm</b> |

## **22. FINANCIAL REPORT**

**A report will be tabled to include:**

### **(a) Expenditure for ratification**

To **ratify** any items of expenditure that have been authorised by the Proper Officer under the terms of Financial Regulation 4.1.

### **(b) Payments for approval**

To **approve** BACS payment of direct debits and other payments detailed in an approval list which will be tabled, and to authorise three members present from the following authorised signatories, to sign BACS payment authorities: Councillors G Offland, M J Smith