



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

10th May 2023

To: All Members of Ketley Parish Council

You are **summoned** to the Annual Meeting of Ketley Parish Council on **Wednesday 17th May 2023 commencing 6:00pm at Ketley Community Centre** for the purpose of transacting the following business.

Yours faithfully

Jane Lees
Clerk to the Council

AGENDA

- AC23/001 WELCOME**
- AC23/002 ELECTION OF CHAIRMAN**
- AC23/003 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
- AC23/004 ELECTION OF VICE CHAIRMAN**
- AC23/005 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
- AC23/006 APOLOGIES FOR ABSENCE**
To receive apologies for absence from Councillors unable to attend.
- AC23/007 DISCLOSURE OF PECUNIARY INTERESTS AND OTHER INTERESTS**

Ketley Community Centre | Holyhead Road | Ketley | Telford | TF1 5AN

parishclerk@ketleyparishcouncil.co.uk | 01952 404434 | www.ketleyparishcouncil.gov.uk



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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.

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.

AC23/008 TO APPROVE THE MINUTES OF THE ANNUAL MEETING HELD ON 11th MAY 2022.

AC23/009 COUNCIL STRUCTURE

- (i) To consider the Council's Committee structure.
- (ii) To review and agree membership of the Resources Committee. (Members minimum 5 – quorum 3)
- (iii) To agree and appoint a Chair of the Resources Committee.
- (iv) To review and agree membership of the Finance Committee. (Members minimum 5 – quorum 3)
- (v) To agree and appoint a Chair of the Finance Committee.
- (vi) To review and agree membership of the Staffing Committee (Members minimum 5 – quorum 3)
- (vii) To agree and appoint a Chair of the Staffing Committee.
- (viii) To review and agree membership of the Appeals Committee (Members minimum 5 – quorum 3)
- (ix) To agree and appoint a Chair of the Appeals Committee.

AC23/010 APPOINTMENTS TO OUTSIDE BODIES

Council to consider nominations and appoint to the following bodies:

- (i) TMC – Client Sponsors Group (2 seats)
- (ii) Telford Millennium Management Company (2 seats)
- (iii) Wrekin Area Committee (2 seats)
- (iv) Telford & Wrekin Bus User Group (no max – can be a member of the public)
- (v) Friends of Ketley Paddock Mound (3 seats)

AC23/011 REVIEW AND ADOPTION OF STANDING ORDERS

- (i) To review and agree adoption of Standing Orders.
-

Ketley Community Centre | Holyhead Road | Ketley | Telford | TF1 5AN

☎ parishclerk@ketleyparishcouncil.co.uk | ☎ 01952 404434 | 🖨
www.ketleyparishcouncil.gov.uk



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

-
- AC23/012 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS**
(i) To review and agree adoption of Financial Regulations.
- AC23/013 REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES**
(i) C.A.T. Team
(ii) Legal services Telford and Wrekin
- AC23/14 REVIEW OF INVENTORY OF LAND AND ASSETS**
- AC23/15 REVIEW OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS**
To be deferred to the next meeting
- AC23/16 REVIEW OF THE COUNCIL AND STAFF SUBSCRIPTION TO OTHER BODIES**
To be deferred to the next meeting
- AC23/17 REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
To be deferred to the next Meeting
- AC23/018 REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURE**
(i) To discuss amending and adopting Telford and Wrekin's policies and procedures
- AC23/019 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972**
To review and agree expenditure incurred under section 137.
- AC23/020 DETERMINING THE TIME AND PLACE OF THE ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL**
To consider and confirm the calendar of meetings for the municipal year 2023/24.
-

Ketley Community Centre | Holyhead Road | Ketley | Telford | TF1 5AN

📧 parishclerk@ketleyparishcouncil.co.uk | ☎ 01952 404434 | 🌐 www.ketleyparishcouncil.gov.uk



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

AC023/021 T.A.C.T. RENT REVIEW

- (i) To review and approve the quotes for commercial valuation of the T.A.C.T. Licence.

AC23/022 DATES OF FORTCOMING MEETINGS

Finance Committee Wednesday 24th May 1.00pm

Resources Committee Wednesday 14th June 6.15pm

Council: Wednesday 14th June 2023 at 7.00p.m.

Notification of Private Session under Schedule 12a, Local Government Act 1972, the following items are likely to disclose exempt information in relation to establishment and contractual matters and that pursuant to provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

C23/023 PLANNING

C23/024 STAFFING

Ketley Community Centre | Holyhead Road | Ketley | Telford | TF1 5AN

📧 parishclerk@ketleyparishcouncil.co.uk | ☎ 01952 404434 | 💻
www.ketleyparishcouncil.gov.uk