



Donnington & Muxton Parish Council
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FULL COUNCIL MEETING

Minutes of the **Council Meeting** held at Turreff Hall, Donnington on **11th May 2026** commencing at 7pm.

Present:

In attendance: Councillors: Alexander, F Doran, I Dugmore, L Dugmore, Gough, Harrison, Hoof, Randhawa, Overton, O Vickers, and J Urey.

Absent: Councillors: Coates, and L Vickers.

26/05/001 Election of the Chairman of the Council:

Resolved: to appoint Councillor Doran as Chairman of the Parish Council for the municipal year 2026/27.

Councillor Doran duly signed the Declaration of Acceptance of Office.

26/05/002 Election of the Vice-Chairman of the Council:

Resolved: to appoint Councillor Urey as the Vice-Chairman of the Parish Council for the municipal year 2026/27.

26/05/003 Apologies:

Apologies were noted from the following: Councillors Coates and L Vickers.

26/05/004 Declarations of Interest:

Nil

26/05/005 Public Session

There being no members of the public present the meeting moved to the next agenda item.

26/05/006 Previous Minutes:

Resolved: To approve the Minutes of the following meetings of the Council:

- a. Full Council meeting held on 13th April 2026.
- b. Planning Committee meeting held on 29th April 2026.
- c. Finance Committee meeting held on 6th May 2026.

26/05/007 Terms of Reference for Standing Committees.

Resolved: To approve the existing Terms of Reference without amendment (*other than the Staffing and Personnel Committee being retitled Staffing Committee*).

26/05/008 Appointment of Members to Standing Committees

Resolved: To make appointments to the following committees as follows:

- a) Finance Committee (5 members)
Councillors, L Dugmore, N Dugmore, Z Harrison, S Randhawa, L Vickers and O Vickers (*with the Chair and Vice-Chair as ex-officio members*).
- b) Planning Committee (5 members)
Councillors I Alexander, R Coates, L Dugmore, T Hoof, and O Vickers (*with the Chair and Vice-Chair as ex-officio members*)
- c) Staffing Committee (5 members)
Councillors I Alexander, L Dugmore, Z Harrison, R Overton, and O Vickers (*with the Chair and Vice-Chair as ex-officio members*).

26/05/009 Asset Register Review

Resolved: That the revised Asset Register (circulated with the agenda) be approved.

26/05/010 Affiliation/Membership to other organisations

- a. **Resolved:** To approve the Council's continued membership to the following organisations:
 - The Shropshire Association of Local Councils (SALC).
 - The Shrewsbury and Newport Canal Trust.
- b. **Resolved:** To confirm the Parish Council's representatives on the following outside bodies:
 - a. The Wrekin Area Committee (of SALC) Cllr F Doran (reserve Cllr L Dugmore).
 - b. Telford & Wrekin Bus Users Group - Cllr J Urey.
 - c. Donnington Partnership - Cllr F Doran (reserve Cllr O Vickers).
 - d. Granville Country Park Steering Group - Cllr N Dugmore.
 - e. Patient Participation Group Donnington - Cllr F Doran.
- c. **Resolved:** to confirm the following appointments:
 - a. Community Emergency Co-ordinator - current incumbent Cllr F Doran.
 - b. TWC Liaison Snow Wardens:
 - i. Donnington East - Cllr R Overton.
 - ii. Donnington West - Cllr F Doran.
 - iii. Muxton - Cllr J Urey.
 - iv. The Humbers - Cllr L Vickers

2026/05/011 Regular Payments

Resolved: To approve the list of regular payments and Direct Debits (circulated with the agenda).

26/05/012 Insurance Review

Members noted that the current insurance policy for the Council expires on 30th September 2026.

Resolved: That formal review should take place during the normal course of obtaining quotes for a new contract during the summer of 2026.

26/05/013 Review of Policies & Procedures

- a. Standing Orders - **Resolved:** that, the current Standing Orders are approved without amendment.
- b. Financial Regulations - **Resolved:** that; the current Financial Regulations are approved without amendment.
- c. Complaints Procedure - **Resolved:** that; the current Financial Regulations are approved without amendment.
- d. Information Rights Policy and Publication Scheme. **Resolved:** that the Information Rights Policy and Publication Scheme be approved, without amendment.
- e. Media Policy **Resolved:** that the Media Policy be approved, without amendment.
- f. Employment Procedures **Resolved:** that a review of employment policies and procedures should be delegated to the Staffing Committee.
- g. Risk Assessment and Management Policy - **Resolved:** that; the Risk Assessment and Management Policy be approved, without amendment.
- h. Scheme of Delegation - **Resolved:** that; the Schemed of Delegation be approved, without amendment

26/05/014 Meetings 2025/2026

Resolved: To confirm the proposed timetable for full Council meetings for the municipal year 2026/2027.

DATE	TIME (pm)	MEETING
1 st June 2026	7.00	Finance Committee
8 th June 2026	7.00	Full Council Meeting
13 th July 2026	7.00	Full Council Meeting
20 th July 2026	6.00	Staffing Committee
20 th July 2026	7.00	Finance Committee
14 th September 2026	7.00	Full Council Meeting
12 th October 2026	7.00	Full Council Meeting
19 th October 2026	6.00	Staffing Committee
9 th November 2026	7.00	Full Council Meeting
14 th December 2026	7.00	Full Council Meeting
11 th January 2027	7.00	Full Council Meeting
8 th February 2027	7.00	Full Council Meeting
8 th March 2027	7.00	Full Council Meeting

26/05/015 Expenditure/Payments Transactions: Each Councillor received a copy of the Expenditure/Payments Transactions for April 2026.

Resolved: That the Expenditure/Payments Transactions for April 2026, (total £30,810.33) be approved for payment.

26/05/016 Income/Receipts Received:

Resolved: To note and ratify the Income/Receipts Report for April 2026 (total receipts being £165,776.27).

26/05/017 Bank Reconciliation:

Resolved To approve the Bank Reconciliation as of 30th April 2026, summarised below:

Petty Cash	£1.57
Lloyds General Fund A/C	£145,577.70
Lloyds Salaries A/C	£2,394.16
Nationwide A/C	£80,964.64
Co-Operative A/C	£8,562.89
Sub Total	<u>£237,500.96</u>

26/05/018 Budget Summary of Receipts and Payments:

Resolved: That the financial budget comparisons as of 30th April 2026 be ratified and accepted as a true record.

26/05/019 Date of next meeting

The next Council meeting will be held on Monday 8th June 2026 at Turreff Hall, Donnington commencing at 7pm.

Meeting closed 7.50 pm

Signed:

Date: