
Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

10th May 2022

Dear Councillor

Copied to others for information

You are hereby summoned to attend the **Annual General Meeting** of **Hollinswood & Randlay Parish Council** which will take place in **Hollinswood Neighbourhood Centre** on **Monday 16th May 2022** and will commence at **7.30p.m.**

A G E N D A

1. **Welcome** Councillor Mrs Sheenagh Unwin – Chairman 2021/22
2. **Members Declaration of Acceptance of Office & Confirmation of their Register of Interests**
All Members will be required to read & sign their Declaration of Acceptance of Office, to be witnessed by the Clerk, as the Proper Officer of the Council.

All Members are required to check their current Disclosure of Pecuniary Interests and complete a new one if required.
3. **Chairman's Announcements – 2021/22**
4. **Election of Chairman**
5. **Declaration of Acceptance of Office**
6. **Apologies & Approval**
To receive apologies from any Members of the Parish Council and to consider approval.
7. **Election of Vice Chairman**
8. **Declaration of Acceptance of Office**
9. **Minutes of the 2021 Annual General Meeting** Copies have been distributed previously – please request a copy if you require one before the meeting.
10. **Remuneration**
 - a) To receive the report for 2021/22
 - b) To give consideration to a scheme available for 2022/23 and to confirm the rate.
11. **Committees**
 - a) To agree the Committee structure for the Parish Council
 - b) To elect Members to the HR Committee
 - c) To elect Members to the Asset & Property Committee

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- d) To elect Members to the Events Committee
 - e) To elect Members to join the Youth Provision Partnership, which will incorporate the SNAC Steering Group
 - f) To elect Members to the Appeals and Complaints Committee
 - g) To confirm membership of the Climate Change Working Group
 - h) To confirm membership of the Finance & Audit Committee
 - i) To elect other Members to the Finance & Audit Committee
- Chairman and Vice Chairman of Committees will be elected at the first meeting of each Committee.

12. Policies & Procedures

- a) Confirmation of Standing Orders and Financial Regulations
- b) Confirmation of Regulatory Policies

13. Finance & Audit Responsibilities

- a) Confirmation of Bankers, Auditors, Baccs authorisation and cheque signatories
- b) To receive the Parish Council Asset Register dated 31st March 2022

14. Annual Subscriptions

- a) Shropshire Association of Local Councils
- b) Society of Local Council Clerks (50%)
- c) Open Spaces Society
- d) National Allotment Society
- e) Campaign for the Protection of Rural England
- f) Zoom Subscription

15. Representatives on Outside Bodies (current representatives indicated for information only)

- a) National Association of Councillors (1) – *Cllr S Unwin*
- b) Shropshire Association of Local Councils, Wrekin Area Committee (2) – *Cllrs S & H Unwin*
- c) TW Bus User Group (2) – *Cllr S Unwin / G Johnson*
- d) Climate Change Champion (1) – *Councillor Vaughan-Hodkinson*
- e) Snow Warden – *Glyn Johnson*
- f) Tree Warden (1) – *Councillor Creed*
- g) CPRE (2) – *Councillor Sinclair / Vacancy*
- h) Mental Health Champion (1) – *Cllr J Johnson*

16. Confirmation of the Meeting Schedule for 2022/23

A draft schedule has been circulated, for consideration

Katrina Baker
Clerk to the Parish Council