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## Hollinswood and Randlay Parish Council

*Chairman of the Council: Councillor Mrs Sheenagh Unwin*

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### **MINUTES of the Annual Council Meeting held on Monday 15<sup>th</sup> May 2023 at Randlay Community Centre at 7.30pm**

**PRESENT:** Councillors

- S Unwin
- H Unwin
- S Snell
- S Vaughan-Hodkinson
- C Turley
- J Johnson
- J Creed
- T Wood
- C Precott

**In Attendance:**

- G Johnson
- S Fisher
- J Olenik, SNAC@HARP
- Katrina Baker (Clerk)

#### **WELCOME**

Councillor S Unwin, Chairman for 2022/23, opened the meeting and thanked everyone for attending. A copy of the Terms of Reference and Good Housekeeping rules was made available.

A period of silence took place in memory of Mo Bayliss. Mo had been a support of the work of the Parish Council over many years, an active Member of FoHRV and could always be seen cleaning the underpass near her home or litter picking. She was very proud of our Parish and will be sorely missed.

#### **PUBLIC SESSION**

Councillor Unwin announced that the Chairman's Awards for 2022/23 were to be presented to the Special Needs Activity Centre. This annual shield (and replica) was presented to John Olenik as the Assistant Co-Ordinator of SNAC@HARP.

Councillor Unwin will also be presenting the Young Person's Chairman's Award for 2022/23 to the Eco-Committee at Hollinswood Primary School.

The 2022/23 Chairman's Charity had raised £2341.92. The chairman is making £1531.92 available for the Youth Provision Partnership projects in the Parish. This leaves £800 for distribution to local groups and organisations and will be presented to:

- 1<sup>st</sup> Randlay Scouts
- Hollinswood Guides and Brownies
- Hollinswood Rainbows
- Randlay Guides
- Chit Chat Club
- Age UK Friday Club
- Tom's Hub
- SNAC@HARP

Councillor Unwin thanked everyone for the help and support for the Chairman's Charity throughout the year.

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### **F23/0011 DECLARATIONS OF ACCEPTANCE OF OFFICE**

All members read and signed their declarations of acceptance of office in accordance with the Localism Act 2011, which were witnessed by the Clerk, as Proper Officer of the Council. The Council has a Register of Gifts & Hospitality and all members are required to inform the Clerk of anything received (valued over £25) to be included in the Register.

This year, we will use the online system to register and check DBS – details will be circulated to all Members who will need to provide a mobile telephone number and a personal email address.

### **F23/0012 ELECTION OF CHAIRMAN**

Councillor S Unwin

Proposed by Councillor H Unwin

Seconded by Councillor S Snell

All were in favour and thus it was

<b>RESOLVED that Councillor Sheenagh Unwin be re-elected as Chairman of Hollinswood &amp; Randlay Parish Council for 2023/24.</b>
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### **F23/0013 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Mrs Unwin thanked Members for their continued support and read and signed the Declaration of Acceptance of Office, this was witnessed by the Clerk.

Councillor Mrs Unwin was presented with the Chain of Office.

### **F23/0014 REGISTER OF DISCLOSURE OF PECUNIARY INTERESTS**

All Members are required to complete a new DPI, copies of which will be sent to TWC and will appear on the website.

Staff will also be completing a DPI, for internal use and these will be available to members of the HR Committee, for information and available on request.

### **F23/0015 APOLOGIES & APPROVAL**

Councillor Furnival

Lack of childcare

It was proposed by Councillor H Unwin and seconded by Councillor Johnson, all were in favour and thus it was

<b>RESOLVED that the apologies be accepted.</b>
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### **F23/0016 ELECTION OF VICE CHAIRMAN**

Councillor H Unwin

Proposed by Councillor Creed

Seconded by Councillor Vaughan-Hodkinson

All were in favour and thus it was

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**RESOLVED that Councillor Harvey Unwin be re-elected as Vice Chairman of Hollinswood & Randlay Parish Council for 2023/24.**

**F23/0017 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor H Unwin thanked Members for their continued support and read and signed the Declaration of Acceptance of Office, this was witnessed by the Clerk.

**F23/0018 MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> MAY 2022**

It was proposed by Councillor Snell and seconded by Councillor Johnson that the Minutes of the last AGM, held in 2022, be signed as a true record, with two abstentions all were in favour and thus it was

**RESOLVED that the Chairman signs the Minutes as a true record.**

**F23/0019 REMUNERATION**

a) Report

A copy of the report for 2022/23 had been circulated and would appear on the website.

b) 2023/24

It was proposed by Councillor Snell and seconded by Councillor Turley that a scheme be available for elected Members for 2023/24, with each Member being able to claim up to a maximum of £500 per annum in arrears, providing that they have attended Meetings. All were in favour and thus it was

**RESOLVED that a Remuneration Scheme be available for 2023/24 for elected Members.**

**F23/0020 COMMITTEES AND WORKING GROUPS**

a) **Committee Structure**

It was proposed by Councillor H Unwin and seconded by Councillor S Vaughan-Hodkinson that the Committee Structure is confirmed as appropriate for the work of the Council at this time. All were in favour.

b) **Human Resources Committee**

Councillor Snell  
Councillor C Prescott  
Councillor Turley

**Proposed by Councilor Snell, seconded by Councillor Vaughan-Hodkinson**

Councillor S Unwin  
Councillor T Wood

c) **Asset & Property Committee**

Councillor H Unwin  
Councillor C Turley  
Councillor C Furnival  
1 vacancy

**Proposed by Councillor H Unwin, seconded by Councillor Vaughan-Hodkinson**

Councillor S Unwin  
Councillor J Creed  
Councillor C Prescott

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| <b>d) Events Committee</b>                                      | <b>Proposed by Councillor Snell, seconded by Councillor Creed</b>             |
| Councillor S Vaughan-Hodkinson                                  | Councillor J Creed  |
| Councillor S Snell  | Councillor C Prescott   |
| Councillor J Johnson  | Councillor H Unwin  |
| Councillor S Unwin  |   |
| <b>e) Youth Provision Partnership</b>                           | <b>Proposed by Councillor Snell, seconded by Councillor Turley</b>            |
| Councillor C Prescott   | Councillor S Vaughan-Hodkinson  |
| Councillor S Snell  | 1 vacancy   |
| Councillor S Unwin  | Up to two members of the public   |
| Partners, by invitation   |   |
| <b>f) Appeals &amp; Complaints Committee</b>                    | <b>Proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Creed</b> |
| Councillor H Unwin  | Councillor J Creed  |
| Councillor T Wood   |   |
| <b>g) Climate Change Working Group</b>                          | <b>Proposed by Councillor Turley, seconded by Councillor Wood</b>             |
| Councillor S Vaughan-Hodkinson                                  | Councillor J Creed  |
| Councillor H Unwin  | Councillor C Furnival   |
| Councillor S Unwin  |   |
| <b>h) Finance &amp; Audit Committee</b>                         |   |
| Chairman of Asset & Property                                    |   |
| Chairman of HR  |   |
| Chairman of Events  |   |
| Chairman of YPP   |   |
| Chairman of Climate Change                                      |   |
| 2 vacancies (to be determined at the June Full Council Meeting) |   |

The Committee Structure and Membership were proposed and seconded, as listed, all were in favour and thus it was

**RESOLVED that the Committee Structure and Membership, as listed above, be agreed.**

The Chairman and Vice Chairman will be elected at the first meeting of each Committee and the Terms of Reference agreed.

**F23/0021**

### **POLICIES AND PROCEDURES**

#### **a) Standing Orders and Financial Regulations**

Members agreed that the Standing Orders and Financial Regulations previously adopted be confirmed, these will appear on the website. A copy is included in the Councillor Files.

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**b) Regulatory Policies**

Members agreed that the updated regulatory policies be considered at the Finance & Audit Committee meeting.

**c) General Power of Competence**

Hollinswood & Randlay Parish Council meets the criteria, according to the Localism Act 2011, as there are ten elected Members and a Qualified Clerk.

**F23/0022 FINANCE & GOVERNANCE**

**a) Members confirmed the following appointments:**

Bankers	Barclays and CCLA
Internal Auditor	Lightatouch
Auditors	PKF Littlejohn LLP
Baccs / Cheque Signatories	Cllr C Turley
	Cllr J Johnson
	Cllr H Unwin
	Cllr S Unwin

**b) Asset Register**

Members confirmed the copy of the Register as at 31<sup>st</sup> March 2023.

**F23/0023 ANNUAL SUBSCRIPTIONS**

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor T Wood, all were in favour and thus it was

**RESOLVED that the following annual subscriptions be authorised:**

**Shropshire Association of Local Councils**  
**Society of Local Council Clerks (50%)**  
**National Allotments Society**  
**Council for the Protection of Rural England**

Members also considered the part payment of a zoom subscription. The Clerk has registered for unlimited use and it was proposed by Councillor Wood, seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

**RESOLVED that Hollinswood & Randlay Parish Council funds 50% of the cost of the annual zoom subscription to enable virtual meetings.**

**F23/0024 OUTSIDE BODY REPRESENTATIVES**

Organisation	Member (s)	Proposed & Seconded
NAC	Councillor S Unwin	Councillor Wood Councillor Creed
Wrekin Area Committee	Councillor H Unwin Councillor S Unwin	Councillor Wood Councillor Johnson
TW BUG	Councillor S Unwin G Johnson	Councillor Turley Councillor Vaughan-Hodkinson
Climate Change Champion	Councillor Vaughan-Hodkinson	Councillor S Unwin

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		Councillor Johnson
Snow Warden	G Johnson	Councillor Creed Councillor Prescott
Tree Warden	Councillor Creed	Councillor Turley Councillor Wood
CPRE	Councillor C Furnival Councillor Vaughan-Hodkinson	Councillor S Unwin Councillor S Snell
Mental Health Champion	Councillor Johnson	Clerk to contact TWC for confirmation before appointment

**F23/0025**

### **LINK COUNCILLORS**

Members updated the list with Councillor Wood joining Councillor Turley for Planning & Development. However, the list will be completed at the June meeting, following the elections of Chairmen and Vice Chairmen for the Committees.

**F23/0026**

### **MEETING SCHEDULE**

A draft schedule had been circulated. It was proposed by Councillor S Unwin and seconded by Councillor H Unwin, all were in favour and thus it was

<b>RESOLVED that the meeting schedule be confirmed and uploaded to the website for public information.</b>
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There being no further business, the Chairman closed the meeting at 7.40pm.

Signed .....Date.....