
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Annual General Council Meeting held on Monday 16th May 2022 at Hollinswood Neighbourhood Centre at 7.30pm

PRESENT: Councillors

- S Unwin
- H Unwin
- S Snell
- S Vaughan-Hodkinson
- T Wust
- G Sinclair
- C Turley
- J Johnson
- J Creed

In Attendance:

- Councillor E Dalby (via zoom)
- Councillor V Holt (via zoom)
- G Johnson
- S Fisher
- L Seabury
- X Johnson
- Katrina Baker (Clerk)
- 3 members of the public

F22/3059 WELCOME

Councillor S Unwin, Chairman for 2021/22, opened the meeting and thanked everyone for attending.

F22/3060 DECLARATIONS OF ACCEPTANCE OF OFFICE

All members read and signed their declarations of acceptance of office, which were witnessed by the Clerk, as Proper Officer of the Council.

DISCLOSURE OF PECUNIARY INTERESTS

All members confirmed that their DPI is current and undertook to submit a new one, if any information changed.

F22/2061 CHAIRMAN'S ANNOUNCEMENTS PRESENTATIONS

It was a pleasure for Councillor S Unwin to present the Chairman's Annual (Young Persons) Award to Harry Wiley. Harry attended the meeting with his Mum and Nanny to collect the Award for his sterling efforts when litter picking and keeping the area in Randlay, where he lives, tidy. Harry was presented with the Shield and a new litter picker stick, he had recently received a Parish Council Hi-Viz tabard which he wore with pride for his photograph. Councillor Unwin also thanked his parents for supporting him and helping him, this is much appreciated.

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PLATINUM JUBILEE COINS

The Parish Council had purchased personalised commemorative coins for the primary school children in the Parish and Councillor Unwin had provided gift boxes and presented one to each Member of the Council in recognition of their work as a Parish Councillor during the past few years.

F22/3062

ELECTION OF CHAIRMAN

Councillor S Unwin

Proposed by Councillor G Sinclair

Seconded by Councillor S Vaughan-Hodkinson

All were in favour and thus it was

RESOLVED that Councillor Sheenagh Unwin be re-elected as Chairman of Hollinswood & Randlay Parish Council for 2022/23.

F22/3063

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.

F22/3064

APOLOGIES & APPROVAL

Councillor Holt

Work Commitments (attended by zoom)

Councillor Dalby

Leave of Absence (attended by zoom)

Councillor Ricketts

Work Commitments

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

RESOLVED that the apologies be accepted.

F22/3065

ELECTION OF VICE CHAIRMAN

Councillor H Unwin

Proposed by Councillor S Vaughan-Hodkinson

Seconded by Councillor C Turley

All were in favour and thus it was

RESOLVED that Councillor Harvey Unwin be re-elected as Vice Chairman of Hollinswood & Randlay Parish Council for 2022/23.

F22/3066

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.

F22/3067

MINUTES OF THE MEETING HELD ON 17TH MAY 2021

It was proposed by Councillor Turley and seconded by Councillor Snell that the Minutes of the last AGM, held in 2021, be signed as a true record, all were in favour and thus it was

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

F22/3068

REMUNERATION

a) Report

A copy of the report for 2021/22 had been circulated and would appear on the website.

b) 2022/23

It was proposed by Councillor Turley and seconded by Councillor Snell that a scheme be available for elected Members for 2022/23, 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 2022/23 for elected Members.

F22/3069

COMMITTEES AND WORKING GROUPS

a) **Committee Structure**

It was proposed by Councillor Snell and seconded by Councillor Sinclair that the Committee Structure is confirmed as appropriate for the work of the Council at this time.

b) **Human Resources Committee**

Councillor Snell
Councillor Ricketts
Councillor Turley

Councillor S Unwin
Councillor T Wust

c) **Asset & Property Committee**

Councillor H Unwin
Councillor C Turley
Councillor V Holt
Councillor G Sinclair

Councillor S Unwin
Councillor J Creed
Councillor L Ricketts

d) **Events Committee**

Councillor S Vaughan-Hodkinson
Councillor E Dalby
Councillor J Johnson
Councillor S Unwin

Councillor J Creed
Councillor S Snell
Councillor T Wust
Vice Chairman (Ex Officio)

e) **Youth Provision Partnership**

Councillor L Ricketts
Councillor V Holt
Councillor S Unwin

Councillor T Wust
Councillor S Snell

f) **Appeals & Complaints Committee**

Councillor H Unwin
Councillor G Sinclair

Councillor E Dalby

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g) Climate Change Working Group

Councillor S Vaughan-Hodkinson
Councillor H Unwin
Councillor S Unwin

Councillor J Creed
Councillor V Holt

h) Finance & Audit Committee

Chairman of Asset & Property
Chairman of HR
Chairman of Events
Chairman of YPP
Chairman of Climate Change
Councillor S Unwin (ex officio)
Councillor V Holt

The Committee Structure and Membership were proposed by Councillor Snell and seconded by Councillor Sinclair, 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.

F22/3070

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 full review of these statutory documents will be undertaken for 2023, following the elections.

b) Regulatory Policies

Members agreed that the updated regulatory policies be confirmed and published on the website.

F22/3071

FINANCE & GOVERNANCE

a) Members confirmed the following appointments:

Bankers	Barclays
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 had received a copy of the Register as at 31st March 2022.

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F22/3072 ANNUAL SUBSCRIPTIONS

It was proposed by Councillor S Unwin and seconded by Councillor J Johnson, 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
Zoom

F22/3073 OUTSIDE BODY REPRESENTATIVES

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

RESOLVED that the following representatives be confirmed

National Association of Local Councillors	Cllr S Unwin
Wrekin Area Committee (SALC)	Cllr H Unwin/ Cllr S Unwin
TW Bus User Group	Cllr S Unwin / G Johnson
Climate Change Champion	Cllr S Vaughan-Hodkinson
Snow Wardens	G Johnson
Tree Warden	Cllr J Creed
CPRE	Cllr G Sinclair / Vacancy
Mental Health Champion	Cllr J Johnson

F22/3074 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

RESOLVED that the meeting schedule be confirmed and uploaded to the website for public information.

There being no further business, the Chairman closed the meeting at 8.00pm.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 20th June 2022.