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## Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

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9<sup>th</sup> May 2023

Dear Councillor  
Copied to others for information

You are hereby summoned to attend the **Annual Meeting of Hollinswood & Randlay Parish Council** which will take place at **Randlay Community Centre** on **Monday 15th May 2023** and will commence at **7.30p.m.**

**Welcome** Councillor Mrs Sheenagh Unwin – Chairman 2022/23

### **Chairman's Awards**

Young Person's Shield – Hollinswood Primary School Eco-Committee

Chairman's Annual Shield – Special Needs' Activity Centre

### **Chairman's Charity**

Councillor Unwin will announce the total amount raised for her year in office and confirm the organisations and recipients that will benefit.

## **AGENDA**

- 1. Members Declaration of Acceptance of Office**  
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.
- 2. Election of Chairman**
- 3. Declaration of Acceptance of Office**
- 4. Disclosure of Pecuniary Interests**  
All members are required to complete a Disclosure of Pecuniary Interests (DPIs). These are forwarded to TWC and will appear on the website.
- 5. Apologies & Approval**  
To receive apologies from any Members of the Parish Council and to consider approval.

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**6. Election of Vice Chairman**

**7. Declaration of Acceptance of Office**

**8. Minutes of the 2022 Annual General Meeting** Copies have been distributed previously – please request a copy if you require one before the meeting.

**9. Remuneration**

- a) To receive the report for 2022/23
- b) To give consideration to a scheme available for 2023/24 and to confirm the rate.

**10. 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
- 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 and to consider an opportunity to invite up to two non-councillors to join the YPP.
- 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 (this may have to be deferred)

Please note that the Chairman and Vice Chairman of Committees will be elected at the first meeting of each Committee when the Terms of Reference will also be agreed.

**11. Policies & Procedures**

- a) Confirmation of Standing Orders and Financial Regulations
- b) Confirmation of Regulatory Policies
- c) General Power Of Competence

**12. Finance & Audit Responsibilities**

- a) Confirmation of Bankers, Auditors, Baccs authorisation and cheque signatories
- b) To receive the Parish Council Asset Register dated 31<sup>st</sup> March 2023

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### 13. Annual Subscriptions

Members are asked to consider membership of the following organisations:

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

### 14. 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)-
- h) Mental Health Champion (1) – *Cllr J Johnson*

Since the original appointment, at the request of TWC, no further information has been received or invitations to meetings – Members are asked to consider options

### 15. Link Councillors

To make any necessary amendments to the list of Link Councillors

### 16. Confirmation of the Meeting Schedule for 2023/24

A draft schedule has been circulated, for consideration

Katrina Baker  
Clerk to the Parish Council