
Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE CiLCA PIALC

12th May 2026

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 **Hollinswood Neighbourhood Centre** on **Monday 18th May 2026** and will commence at **7.00p.m.**

A zoom link can be provided for members of the public – please let the Clerk know before Friday, 15th May, if you wish to receive the link.

AGENDA

1. Welcome & Chairman's (25/26) Comments

2. Presentation

Councillor Sheenagh Unwin will present the funds raised by the Chairman's Charity to Lingen Davies Sunflower Appeal

3. Declarations of Acceptance of Office

- a) All Members will be asked to read and sign their Declaration of Acceptance of Office. These will be witnessed by the Clerk, as the Proper Officer of the Council.
- b) Members are asked to consider a request for Councillor (and Staff) photographs to be displayed on noticeboards within the Parish. These already appear on the website and have been included in the calendar.

4. Election of Chairman 2026/27

5. Declaration of Acceptance of Office

6. Disclosure of Pecuniary Interests

All members are required to confirm that their Disclosure of Pecuniary Interests (DPI) forms are up to date. These appear on the website and will be sent to TWC and will appear on the telford.gov.uk website, too.

All Members are reminded of their acceptance of the Council's Civility & Respect Pledge.

7. Apologies & Approval

To receive apologies from any Members of the Parish Council and to consider approval.

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8. Election of Vice Chairman

9. Declaration of Acceptance of Office

10. Minutes of the 2025 Annual Meeting

To confirm the Minutes of the 2025 Annual Meeting. Copies have been distributed previously – please request a copy if you require one before the meeting.

11. Remuneration

- a) To receive the report for 2025/26. Remuneration is only available to elected Parish Councillors.
- b) To give consideration to a scheme available for 2026/27 and to confirm the rate.

12. Committees

- a) To agree the Committee structure for the Parish Council for 2026/27
- 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 until after the other Committees have held their first meeting)

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.

13. Policies & Procedures

- a) Confirmation of Standing Orders and Financial Regulations (updated version) – previously circulated and agreed
- b) Confirmation of Regulatory Policies
- c) To confirm the Parish Council's General Power Of Competence

14. Finance & Audit Responsibilities

- a) Confirmation of Bankers, Auditors, Baccs authorisation and cheque signatories
- b) To receive the Parish Council Asset Register dated 31st March 2026 – previously circulated

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15. 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) Zoom Subscription (50%)
- d) National Association of Local Councillors

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

- a) National Association of Councillors (1) if agreed in 15d above – *Cllr S Unwin*
- b) Shropshire Association of Local Councils, Wrekin Area Committee (2) – *Cllrs S & H Unwin*
- c) TW Bus User Group (2) – *Cllr P Farrar / G Johnson*
- d) Climate Change Champions (1) – *Cllr Farrar*
- e) Snow Warden – *Glyn Johnson*
- f) Tree Warden (1) – *Cllr Creed*
- g) 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

17. Link Councillors

To make any necessary amendments to the list of Link Councillors

18. Confirmation of the Meeting Schedule for 2026/27

A draft schedule has been circulated, for consideration.

Katrina Baker

Katrina Baker
Clerk to the Parish Council