
Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

14th May 2024

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 20th May 2024** and will commence at **7.00p.m.**

Members are reminded that we are in a period of Purdah due to the Nedge Ward Election for the Borough on 6th June.

AGENDA

1. Welcome & Declarations of Interest

2. Co-Option of a Councillor

To consider any applications for a Parish Councillor

- a) Any personal statements received will be shared with Councillors before the meeting
 - b) An opportunity for a candidate to add further information to their application
 - c) An opportunity for members to ask questions
 - d) An opportunity for a candidate to ask questions of the Parish Council
- Candidates will be asked to leave the meeting
- e) Members consider the opportunity to co-opt to fill the vacancy

3. 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.

4. Election of Chairman

5. Declaration of Acceptance of Office

6. 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.

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 2023 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 2023/24
- b) To give consideration to a scheme available for 2024/25 and to confirm the rate.

12. 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.

13. Policies & Procedures

- a) Confirmation of Standing Orders and Financial Regulations (2024 version)
- 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 2024

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%)

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- c) National Allotment Society
- d) Campaign for the Protection of Rural England
- e) Zoom Subscription (50%)

16. 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

17. Link Councillors

To make any necessary amendments to the list of Link Councillors

18. Confirmation of the Meeting Schedule for 2024/25

A draft schedule has been circulated, for consideration.

Katrina Baker
Clerk to the Parish Council