
Hollinswood and Randlay Parish Council

Chairman: Councillor Sheenagh Unwin Clerk: Katrina Baker MBE CiLCA

11th June 2025

To all Members, Hollinswood & Randlay Parish Council
Copied to others for information

Dear Councillors

You are hereby summoned to attend the **Full Council** meeting for the 2025/26 municipal year on **Monday 16th June 2025** at **Hollinswood Neighbourhood Centre** at approximately **7.30pm** following the Council's Code of Conduct Training.

A zoom link is available for local residents, please request this by 12 noon on Friday, 13th June, if required.

A G E N D A

1. Welcome & Introductions

Councillor Sheenagh Unwin will welcome everyone to the meeting.

Public Session

A period of 15 minutes will be available for local residents to ask questions of the Parish Councillors or to bring matters to their attention.

West Mercia Police

2. Apologies

To receive apologies for absence from Members of the Council. A reason for absence should be given and Members are required to consider any necessary approval.

3. Declarations of Interest & Dispensations

To receive declarations of pecuniary interest (DPI) from members in respect of any matter on the agenda, the nature of any interests and whether the Member regards the interest to be prejudicial in accordance with Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question and to leave the meeting if necessary.

4. Minutes of the meeting held on 19th May 2025

Members are required to confirm, as accurate, the Minutes of the meeting which have been circulated. These will be signed by the Chairman.

5. Matters arising, for information only, from the May Minutes (not otherwise included in this Agenda).

6. Finance & Governance

Finance

- a. Councillor H Unwin will present the Minutes of the meeting held on 9th June 2025, for information
- b. To consider the recommendations included in the Minutes

Hollinswood Neighbourhood Centre, 7 Downemead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- enquiries@harpc.org.uk Website:- www.hollinswoodandrandlaypc.org.uk

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Agreement –
A commitment by all to work together for the benefit of the wider community.

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- i) Transfer £20,000 to CCLA Investment Account
- c. Financial reports at end of May 2025 and VAT reclaimed for that period (copies have been distributed)

Governance

- d. Accidents and Near Misses
- e. Community Governance Review
 - i) Update
 - ii) Parish Council submission to the consultation

7. Human Resources Committee

- a) Councillor Snell will present the Minutes of the meeting held on 2nd June 2025, for information
- b) To consider the recommendation which includes
 - i) Revised Staffing Structure
 - ii) Increased hours for SNAC Assistant Co-Ordinator and Cleaner / Caretaker
 - iii) Salary Reviews – Clerk and Assistant Clerk

8. Events Committee

- a) Councillor Johnson will present the Minutes of the meeting held on 2nd June 2025, for information
- b) To receive the current Community Event Calendar
- c) Fun Day 2025
 - i) Hire an additional van for the weekend of Fun Day
 - ii) Fun Day Briefing – 3rd July at 7.30pm at HNC
 - iii) Fun Days – 2026 and 2027 to be confirmed
 - iv) Production of a 2026 Parish Calendar

9. Youth Provision Partnership

- a) Councillor S Unwin will present the Minutes of the meeting held on 2nd June 2025, for information

10. Asset & Property

- a) Councillor H Unwin will present the Minutes of the meeting held on 9th June 2025, for information
- b) To consider any recommendations (none)
- c) Update on RCC Front Door Shutters
- d) To consider the formation a working group to consider options for Daddlebrook (The Muddy)

11. Climate Change Committee

- a) Councillor Farrar will present the Minutes of the meeting held on 9th June 2025, for information

12. Chairman's Communications

- a) Correspondence
- b) Chairman's Charity 2025/26

13. Correspondence

All correspondence received has been shared with Members. Members have had the opportunity to request that any item be added to the Agenda for further consideration.

- a) Information from SALC

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14. Planning

- a) To receive any reports or updates on planning issues
- b) New applications for consideration if any)
- c) Other Planning Matters
 - i) Planning and Development Sessions

15. Clerk's Report

16. Friends of Hollinswood & Randlay Valley

17. Matters from Telford & Wrekin Council

18. Parish Matters

This is an opportunity for Members to discuss any matters raised in the public session or to bring to the attention of the meeting any local matters or issues.

19. Date of future meetings:

16 th June 2025	9.00pm approximately		after Full Council
7 th July 2025	7.00pm	Finance & Audit Committee	Council Chamber
	8.00pm	Events Committee	
21 st July 2025	7.30pm	Full Council	Randlay Community Centre

Katrina Baker MBE
Parish Clerk