
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Annual Council Meeting held on **Monday 18th May 2026 at **Hollinswood Neighbourhood Centre** at **7.00pm****

PRESENT: Councillors

S Unwin
H Unwin
S Snell
S Vaughan-Hodkinson
J Johnson
J Creed
C Prescott
P Farrar
P Krajewski
P Cranfield
R Tyrrell

In Attendance:

G Johnson
S Fisher
L Seabury
Katrina Baker (Clerk)
Cllr Nathalie Page (TWC)
Claire Purcell and Andy Mackay, Lingen Davies Sunflower Appeal

F26/001 WELCOME

Councillor S Unwin welcomed Members and Staff to the meeting. Sheenagh expressed her thanks to all for a successful year which has been made possible by working as a team.

F26/002 PRESENTATION – CHAIRMAN’S CHARITY

Councillor Unwin welcomed representatives from Lingen Davies Sunflower Appeal. The Chairman’s Charity has been raising funds throughout the year for this worthwhile cause that will benefit every resident of TW and many others.
The total raised during 2025/26 is £4054.30.
A photo was taken with the Chairman presented the cheque to Claire and Andy, who were extremely pleased to receive such an amazing donation.

F26/003 DECLARATIONS OF ACCEPTANCE OF OFFICE

All Councillors read and signed their Declarations of Acceptance of Office, these were witnessed by the Clerk, as the Proper Officer of the Council.

All Members, and staff, agreed to have their photographs included on a poster, for use in noticeboards and within the parish centres. It was agreed that first names and surnames would be included.

F26/004 ELECTION OF CHAIRMAN

Councillor S Unwin

Proposed by Councillor H Unwin
Seconded by Councillor Prescott

All were in favour and thus it was

Hollinswood and Randlay Parish Council

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RESOLVED that Councillor Sheenagh Unwin be re-elected as Chairman of Hollinswood & Randlay Parish Council for 2026/27.

F26/005 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.

Councillor Mrs Unwin was presented with the Chain of Office.

F26/006 REGISTER OF DISCLOSURE OF PECUNIARY INTERESTS

All members confirmed that that had visited the website and checked that their DPIs were current and up-to-date.

F26/007 APOLOGIES & APPROVAL

Councillor Salifu Maternity

It was proposed by Councillor Krajewski, seconded by Councillor Prescott, all were in favour and thus it was

RESOLVED that the apologies, as listed, are accepted.

F26/008 ELECTION OF VICE CHAIRMAN

Councillor H Unwin Proposed by Councillor Creed
Seconded by Councillor Cranfield

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 2026/27.

F26/009 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.

F26/010 MINUTES OF THE MEETING HELD ON 19th MAY 2024

It was proposed by Councillor Krajewski and seconded by Councillor Snell that the Minutes of the last AGM, held in 2025, be signed as a true record, with four abstentions all were in favour and thus it was

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

F26/011 REMUNERATION

a) Report

A copy of the report for 2025/26 had been circulated.

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b) **2026/27**

It was proposed by Councillor Snell and seconded by Councillor Krajewski that a scheme be available for elected Members for 2026/27, with each Member being able to claim up to a maximum of £500 per annum in arrears, providing that they have attended Meetings. With three abstentions, all were in favour and thus it

RESOLVED that a Remuneration Scheme be available for 2026/27 for elected Members.
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The TW Remuneration Panel has reviewed the scheme, but no information has been provided to parish & town councils at this time.

F26/012

COMMITTEES AND WORKING GROUPS

a) **Committee Structure**

It was proposed by Councillor Farrar and seconded by Councillor Creed that the Committee Structure is confirmed as appropriate for the work of the Council at this time, all were in favour.

b) **Human Resources Committee**

Councillor Snell	Councillor S Unwin
Councillor C Prescott	Councillor P Farrar
Councillor Tyrrell	

c) **Asset & Property Committee**

Councillor H Unwin	Councillor S Unwin
Councillor P Krajewski	Councillor J Creed
Councillor P Cranfield	Councillor C Prescott
Councillor R Tyrrell	

d) **Events Committee – it was agreed unanimously that all members should attend Events Committee meetings.**

e) **Youth Provision Partnership**

Councillor C Prescott	Councillor P Farrar
Councillor S Snell	Councillor R Tyrrell
Councillor S Unwin	Councillor P Krajewski
Councillor M Salifu	Up to two members of the public Partners, by invitation

f) **Appeals & Complaints Committee**

Councillor H Unwin	Councillor J Creed
Councillor P Cranfield	Councillor P Farrar (Reserve)

g) **Climate Change Working Group**

Councillor S Vaughan-Hodkinson	Councillor J Creed
Councillor H Unwin	Councillor M Salifu
Councillor S Unwin (ex officio)	Councillor P Farrar

Hollinswood and Randlay Parish Council

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

RESOLVED that the Committee Membership for 2026/27 be as per the above lists.

h) Finance & Audit Committee

Chairman of Asset & Property

Chairman of HR

Chairman of Events

Chairman of YPP

Chairman of Climate Change

Up to 2 positions (to be determined at the June Full Council Meeting)

The Chairman and Vice Chairman will be elected at the first meeting of each Committee and the Terms of Reference agreed.

F26/013

POLICIES AND PROCEDURES

a) Standing Orders and Financial Regulations

Members agreed that the Standing Orders and Financial Regulations (2025 version) be confirmed, these will appear on the website.

b) Regulatory Policies

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

Members had introduced a timetable for policy reviews in order that these can be considered throughout the year.

c) General Power of Competence

Hollinswood & Randlay Parish Council meets the criteria, according to the Localism Act 2011, as there are seven elected Members and a Qualified Clerk.

RESOLVED that Hollinswood & Randlay Parish Council adopts the General Power of Competence for 2026/27.

F26/014

FINANCE & GOVERNANCE

a) Members confirmed the following appointments:

Bankers

Barclays and CCLA

Internal Auditor

Edwards Davies CILCA

Auditors

PKF Littlejohn LLP

Baccs

K Baker (Admin)

S Fisher (Admin)

Cllr S Snell

Cllr S Unwin

Bank Signatories

Cllr S Snell

Cllr S Unwin

Cllr J Johnson

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b) Asset Register

Members confirmed the copy of the Register as at 31st March 2026.

F26/015

ANNUAL SUBSCRIPTIONS

Shropshire Association of Local Councils

The Clerk had a copy of the Service Level Agreement which outlined the support available from the Association. It was proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Tyrrell, all were in favour and thus it was

RESOLVED that the Parish Council subscribes to SALC for 2026 at a cost of £2362.75.

Society of Local Council Clerks

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

RESOLVED that the Parish Council subscribes to SLCC and takes up the offer of a 50% fee due to the Clerk being Clerk to other smaller Councils and the cost can be shared.

Zoom Subscription

It was proposed by Councillor S Snell, seconded by Councillor Creed, all were in favour and thus it was

RESOLVED that the Parish Council would part fund a full zoom subscription at the cost of £52.00 for the year.

National Association of Councillors

Members considered the renewal (£288) and it was agreed to invite a representative of NAC to attend a meeting to discuss the benefits of membership. Consideration of the renewal of the membership will be deferred until after any presentation takes place.

F26/016

OUTSIDE BODY REPRESENTATIVES

Organisation	Member (s)
Wrekin Area Committee	Councillor H Unwin Councillor S Unwin
TW BUG	Councillor P Farrar G Johnson
Climate Change Champions	Councillor Farrar
Snow Warden	G Johnson
Tree Warden	Councillor Creed

The appointment to outside bodies was proposed by Councillor S Unwin, seconded by Councillor Tyrrell, all were in favour and thus it was

RESOLVED that the list, as above, was confirmed.

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Members agreed not to elect a representative to the TW Mental Health Champions as no communication had been received from TWC for the two-year period since first being asked to nominate a Councillor.

F26/017

LINK COUNCILLORS

The list was updated and will be circulated to all members, for their information.

F26/018

MEETING SCHEDULE

A draft schedule had been circulated. It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Cranfield, all were in favour and thus it was

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

There being no further business, the Chairman closed the meeting at 7.35pm.

SignedDate.....