

Chairman of the Council: Councillor Mrs Sheenagh Unwin

Hollinswood and Randlay Parish Council

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F25/006 APOLOGIES & APPROVAL

None.

F25/007 ELECTION OF VICE CHAIRMAN

Councillor H Unwin

Proposed by Councillor Creed

Seconded by Councillor Vaughan-Hodkinson

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 2025/26.

F25/008 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.

F25/009 MINUTES OF THE MEETING HELD ON 20th MAY 2024

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Prescott that the Minutes of the last AGM, held in 2024, 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.

F25/010 REMUNERATION

a) Report

A copy of the report for 2024/25 had been circulated.

b) 2025/26

It was proposed by Councillor Snell and seconded by Councillor Johnson that a scheme be available for elected Members for 2025/26, with each Member being able to claim up to a maximum of £500 per annum in arrears, providing that they have attended Meetings.

Councillor Vaughan-Hodkinson believes this scheme to be unfair as remuneration is currently not available for co-opted members. With two abstentions, all were in favour and thus it was

RESOLVED that a Remuneration Scheme be available for 2025/26 for elected Members.

The TW Remuneration Panel is currently reviewing the scheme, any changes will be in place from May 2026.

F25/011 COMMITTEES AND WORKING GROUPS

a) Committee Structure

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

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- b) Human Resources Committee** **Proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Snell**
Councillor Snell Councillor S Unwin
Councillor C Prescott Councillor P Farrar
Councillor Tyrrell
- c) Asset & Property Committee** **Proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Johnson**
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** **Proposed by Councillor H Unwin, seconded by Councillor Snell**
Councillor C Prescott Councillor S Vaughan-Hodkinson
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** **Proposed by Councillor Snell, seconded by Councillor Vaughan-Hodkinson**
Councillor H Unwin Councillor J Creed
Councillor P Cranfield Councillor P Farrar (Reserve)
- g) Climate Change Working Group** **Proposed by Councillor Creed, seconded by Councillor Cranfield**
Councillor S Vaughan-Hodkinson Councillor J Creed
Councillor H Unwin Councillor M Salifu
Councillor S Unwin (ex officio) Councillor P Farrar
- h) Finance & Audit Committee**
Chairman of Asset & Property
Chairman of HR
Chairman of Events
Chairman of YPP
Chairman of Climate Change
2 vacancies (to be determined at the June Full Council Meeting)

The Committee Structure and Membership were proposed and seconded, as listed, all were in favour and thus it was

RESOLVED that the Committee Structure and Membership, as listed above, be agreed.

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

F25/012

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.

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 2025/26.

F25/013

FINANCE & GOVERNANCE

a) Members confirmed the following appointments:

Bankers	Barclays and CCLA
Internal Auditor	To be appointed
Auditors	PKF Littlejohn LLP
Baccs	K Baker (Admin)
	S Fisher (Admin)
	Cllr Snell
Bank Signatories	Cllr S Snell
	Cllr S Unwin
	Cllr J Johnson

b) Asset Register

Members confirmed the copy of the Register as at 31st March 2025.

F25/014

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 Johnson, seconded by Councillor Prescott, all were in favour and thus it was

RESOLVED that the Parish Council subscribes to SALC for 2025 at a cost of £2218.40.

Society of Local Council Clerks

It was proposed by Councillor Cranfield, seconded by Councillor Salifu, 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.

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Zoom Subscription

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

RESOLVED that the Parish Council would part fund a full zoom subscription at the cost of £56.00 for the year.

National Association of Councillors

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

RESOLVED that the Parish Council subscribe to the Association to offer legal support and information to the Councillors at a cost of £273.60.

F25/015

OUTSIDE BODY REPRESENTATIVES

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

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

RESOLVED that the list, as above, was confirmed.

F25/016

LINK COUNCILLORS

The list will be updated following the elections of Chairmen to Committees.

F25/017

MEETING SCHEDULE

A draft schedule had been circulated. It was proposed by Councillor Johnson and seconded by Councillor Krajewski, 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 7.28pm.

SignedDate.....