
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Annual Council Meeting held on Monday 20th May 2024 at Hollinswood Neighbourhood Centre at 7.00pm

PRESENT: Councillors S Unwin
H Unwin
S Snell
S Vaughan-Hodkinson
C Turley
J Johnson
J Creed
C Prescott
P Farrar

In Attendance: G Johnson
S Fisher
T Sproule
S Sproule
R Tyrrell
Katrina Baker (Clerk)

F24/0027 WELCOME

Councillor S Unwin welcomed Members and Staff to the meeting and also welcomed the three candidates who have applied for the two positions of Parish Councillors.

F24/0028 DECLARATIONS OF INTEREST

Councillor S Snell	Neighbour to two applicants
Councillor H Unwin	Signed Borough nomination paper for one applicant

F24/0029 CO-OPTION OF PARISH COUNCILLORS

- a) The three personal statements had been shared with Members
- b) Candidates had an opportunity to add further information in support of their nominations
- c) Members asked questions of the Councillors
- d) Candidates had an opportunity to ask the Councillors further questions.

The Candidates left the meeting room.

Voting slips were provided to enable a secret ballot. The outcome was announced and it was proposed by Councillor Farrar, seconded by Councillor Johnson, all were in favour and thus it was

RESOLVED that Councillor S Sproule and Councillor R Tyrrell be co-opted to Hollinswood & Randlay Parish Council.

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

F24/0030 DECLARATIONS ACCEPTANCE OF OFFICE

Councillors Sproule and Councillor Tyrrell read and signed their Declarations of Acceptance of Office, followed by all existing Councillors confirming their acceptance collectively. These were witnessed by the Clerk

F24/0031 ELECTION OF CHAIRMAN

Councillor S Unwin

Proposed by Councillor Johnson

Seconded by Councillor Prescott

All were in favour and thus it was

RESOLVED that Councillor Sheenagh Unwin be re-elected as Chairman of Hollinswood & Randlay Parish Council for 2024/25.

F24/0032 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.

F24/0033 REGISTER OF DISCLOSURE OF PECUNIARY INTERESTS

The new members are required to complete a new DPI, copies of which will be sent to TWC and will appear on the website.

All Councillors confirmed that their current DPIs were up to date.

F24/0034 APOLOGIES & APPROVAL

Councillor Cranfield

Holiday

RESOLVED that the apologies be accepted.

F24/0035 ELECTION OF VICE CHAIRMAN

Councillor H Unwin

Proposed by Councillor Vaughan-Hodkinson

Seconded by Councillor Turley

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 2024/25.

F24/0036 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.

F24/0037 MINUTES OF THE MEETING HELD ON 15th MAY 20223

It was proposed by Councillor Turley and seconded by Councillor Unwin that the Minutes of the last AGM, held in 2023, be signed as a true record, with two abstentions all were in favour and thus it was

Hollinswood and Randlay Parish Council

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

F24/0038

REMUNERATION

a) Report

A copy of the report for 2023/24 had been circulated and would appear on the website.

b) 2024/25

It was proposed by Councillor Turley and seconded by Councillor Snell that a scheme be available for elected Members for 2024/25, with each Member being able to claim up to a maximum of £500 per annum in arrears, providing that they have attended Meetings. All were in favour and thus it was

RESOLVED that a Remuneration Scheme be available for 2024/25 for elected Members.

F24/0039

COMMITTEES AND WORKING GROUPS

a) Committee Structure

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

b) Human Resources Committee

Councillor Snell
Councillor C Prescott
Councillor Turley

Proposed by Councilor Snell, seconded by Councillor Prescott

Councillor S Unwin
Councillor P Farrar

c) Asset & Property Committee

Councillor H Unwin
Councillor C Turley
Councillor P Cranfield
Councillor R Tyrrell

Proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Creed

Councillor S Unwin
Councillor J Creed
Councillor C Prescott

d) Events Committee

Councillor S Vaughan-Hodkinson
Councillor S Snell
Councillor J Johnson
Councillor S Unwin

Proposed by Councillor Snell, seconded by Councillor Johnson

Councillor J Creed
Councillor C Prescott
Councillor H Unwin

e) Youth Provision Partnership

Councillor C Prescott
Councillor S Snell
Councillor S Unwin
Partners, by invitation

Proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Creed

Councillor S Vaughan-Hodkinson
Councillor R Tyrrell
Up to two members of the public

Hollinswood and Randlay Parish Council

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- f) Appeals & Complaints Committee**
Councillor H Unwin
Councillor P Cranfield
Proposed by Councillor Creed, seconded by Councillor Vaughan-Hodkinson
Councillor J Creed
Councillor P Farrar (Reserve)
- g) Climate Change Working Group**
Councillor S Vaughan-Hodkinson
Councillor H Unwin
Councillor S Unwin (ex officio)
Proposed by Councillor Turley, seconded by Councillor Wood
Councillor J Creed
Councillor S Snell
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, with one abstention, all were in favour and thus it was

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

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

F24/0040

POLICIES AND PROCEDURES

- a) Standing Orders and Financial Regulations**
Members agreed that the Standing Orders and Financial Regulations (2024 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 eight elected Members and a Qualified Clerk.

RESOLVED that Hollinswood & Randlay Parish Council adopts the General Power of Competence for 2024/25.

F24/0041

FINANCE & GOVERNANCE

- a) Members confirmed the following appointments:**
Bankers Barclays and CCLA
Internal Auditor Lightatouch

Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

Auditors
Baccs

PKF Littlejohn LLP
K Baker (Admin)
S Fisher (Admin)
Cllr H Unwin
Cllr Snell
Cllr C Turley
Cllr S Unwin
Cllr J Johnson

Bank Signatories

b) Asset Register

Members confirmed the copy of the Register as at 31st March 2024. The register will be updated in accordance with the Edge Financial Information following the acceptance of the AGAR.

F24/0042

ANNUAL SUBSCRIPTIONS

Shropshire Association of Local Councils

It was proposed by Councillor H Unwin, seconded by Councillor Vaughan-Hodkinson, with one abstention, it was

RESOLVED that the Parish Council subscribes to SALC for 2024 at a cost of £1997.13.

Society of Local Council Clerks

It was proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Tyrrell, with one abstention 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.

National Allotment Society

It was agreed that the Parish Council would not subscribe to NAS at this time.

Council for the Protection of Rural England

As there is no Telford Branch of CPRE, it was agreed not to subscribe at this time.

Zoom Subscription

It was proposed by Councillor Johnson, 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 £56.00 for the year.

F24/0043

OUTSIDE BODY REPRESENTATIVES

Organisation	Member (s)
NAC	Councillor S Unwin
Wrekin Area Committee	Councillor H Unwin Councillor S Unwin
TW BUG	Councillor S Unwin

Hollinswood and Randlay Parish Council

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	G Johnson
Climate Change Champion	Councillor Vaughan-Hodkinson Councillor Farrar
Snow Warden	G Johnson
Tree Warden	Councillor Creed
Mental Health Champion	Councillor Johnson

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

RESOLVED that the list, as above, was confirmed.

F24/0044

LINK COUNCILLORS

Members updated the list which was proposed by Councillor Creed, seconded by Councillor Farrar, all were in favour and thus it was

RESOLVED that the list of Link Councillors be confirmed.

F24/0045

MEETING SCHEDULE

A draft schedule had been circulated. It was proposed by Councillor S Unwin and seconded by Councillor Snell, 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 7.50pm.

SignedDate.....