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## Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

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13th May 2019

Dear Councillor

Copied to others for information

You are hereby summoned to attend the **Annual General Meeting** of **Hollinswood & Randlay Parish Council** which will take place in **Hollinswood Neighbourhood Centre** on **Monday 20th May 2019** and will commence at **7.30p.m.**

### A G E N D A

1. **Welcome** Councillor Mrs Sheenagh Unwin – Chairman 2018/19
2. **Members Declaration of Acceptance of Office & Confirmation of their Register of Interests**

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.

All Members are required to complete a new Disclosure of Pecuniary Interests.

Copies will be provided in the Councillors' files.
3. **Chairman's Announcements – 2018/19**
4. **Election of Chairman**
5. **Declaration of Acceptance of Office**
6. **Apologies & Approval**

To receive apologies from any Members of the Parish Council and to consider approval.

**Confirmation of Vacancies on Hollinswood & Randlay Parish Council**  
To receive information regarding the process to co-opt Parish Councillors
7. **Election of Vice Chairman**
8. **Declaration of Acceptance of Office**
9. **Minutes of the 2018 Annual General Meeting** Copies have been distributed previously – please request a copy if you require one before the meeting.
10. **Matters Arising from those Minutes** (if any)

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### 11. Remuneration

- a) To receive the report for 2018/19
- b) To give consideration to any scheme available for 2019/20  
Members of the Finance & Audit Committee considered whether or not a scheme should be available for 2019/20 and resolved that that this decision should take place at the Annual General Meeting.

### 12. Committees

- a) To agree the Committee structure for the Parish Council
  - b) To elect Members to the Personnel 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 Working Group
  - f) To elect Members of the Appeals and Complaints Committee
  - g) To confirm membership of the Finance & Audit Committee
  - h) To elect other Members to the Finance & Audit Committee
- Chairman and Vice Chairman of Committees will be elected at the first meeting of each Committee.

### 13. Policies & Procedures

- a) **Confirmation of Standing Orders and Financial Regulations**
- b) **Confirmation of Regulatory Policies**  
Copies will be available in the Councillors' files.

### 14. Finance & Audit Responsibilities

- a) **Confirmation of Bankers, Auditors and cheque signatories**
- b) **To receive the Parish Council Asset Register dated 31<sup>st</sup> March 2019**

### 15. Annual Subscriptions

- a) Shropshire Association of Local Councils
- b) Society of Local Council Clerks (50%)
- c) Open Spaces Society
- d) National Allotment Society
- e) Campaign for the Protection of Rural England

### 16. Representatives on Outside Bodies

- a) Friends of Hollinswood & Randlay Valley
- b) National Association of Councillors
- c) Shropshire Association of Local Councils, Wrekin Area Committee
- d) TW Bus User Group

### 17. Confirmation of the Meeting Schedule for 2019/20

Katrina Baker  
Clerk to the Parish Council