
Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

14th May 2018

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 21st May 2018** and will commence at **7.30p.m.**

A G E N D A

1. **Welcome** Councillor Mrs Sheenagh Unwin – Chairman 2017/18
2. **Apologies & Approval**
To receive apologies from any Members of the Parish Council and to consider approval.

Councillor Mrs J Turley Leave of absence
3. **Chairman's Announcements**
4. **Members Declaration of Acceptance of Office & Confirmation of their Register of Interests**
Members will be required to read & sign their Declaration of Acceptance of Office and confirm that their Registers of Interests remain current.
5. **Election of Chairman**
6. **Declaration of Acceptance of Office**
7. **Election of Vice Chairman**
8. **Declaration of Acceptance of Office**
9. **Minutes of the 2017 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)
11. **Remuneration**
 - a) To receive the report for 2017/18
 - b) To give consideration to the scheme available for 2018/19

Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

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 of the Appeals and Complaints Committee
- f) To confirm membership of the Finance & Audit Committee
- g) To elect other Members to the Finance & Audit Committee

Chairman of Committees will be elected at the first meeting of each Committee.

13. Confirmation of Standing Orders and Financial Regulations

14. Confirmation of Bankers, Auditors and cheque signatories

15. Annual Subscriptions

- a) Shropshire Association of Local Councils
- b) Society of Local Council Clerks
- c) Open Spaces Society
- d) National Allotment Society

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) Bus User Group
- e) South Telford Rights of Way Partnership (STROWP) – final year

17. Confirmation of the Meeting Schedule for 2018/19

Katrina Baker
Clerk