
Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

MINUTES of the Annual General Meeting of Hollinswood and Randlay Parish Council held on **Monday 21st May 2018 at 7.30p.m.** at **Hollinswood Neighbourhood Centre.**

PRESENT: Councillor S Unwin
Councillor H Unwin
Councillor G Sinclair
Councillor C Turley
Councillor L Aubrey
Councillor J Johnson
Councillor S Snell
Councillor S Vaughan-Hodkinson

In Attendance Katrina Baker (Clerk)
Glyn Johnson

F18/2279 WELCOME

Councillor Mrs Sheenagh Unwin, Chairman, opened the meeting, thanking members for attending.

F18/2280 APOLOGIES

Councillor J Turley	Leave of Absence
Councillor L Ricketts	Work Commitments
Councillor M Allen	Work Commitments

It was proposed by Councillor J Johnson and seconded by Councillor S Snell that the apologies be accepted. All were in favour and thus it was

RESOLVED that the apologies of Councillors J Turley, L Ricketts and Councillor M Allen be accepted.
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Councillor M Allen had requested leave of absence until July due to further work commitments. Members agreed to accept this and look forward to welcoming him to the Fun Day and meetings in July.

ABSENT

Councillor P Roberts

F18/2281 CHAIRMAN'S ANNOUNCEMENTS

Councillor Mrs Unwin announced that the Chairman's Charity for 2017/2018 had raised £1225.19 for the Severn Hospice. Unfortunately, Prof. Derek Willis had not been able to attend the meeting to collect the cheque. Councillors S and H Unwin will visit the Hospice to present the cheque in the near future. Members congratulated the Chairman on this amount.

The Chairman thanked all colleagues and Parish Council staff for their help and support throughout the year especially for the help with the events and fund-raising.

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F18/2282 MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE

All Members read and signed their Declarations of Acceptance of Office. Councillors J Turley, L Ricketts, P Roberts and M Allen would be included on the next appropriate Agenda for confirmation. These were witnessed by the Clerk, as the Proper Officer of the Council.

F18/2283 REGISTERS OF DISCLOSABLE INTERESTS

Members were reminded of the requirement for them to confirm that their Register of Interest is current and to inform the Clerk of any changes as soon as possible. These will be on public record at both the Parish Council and at the Local Authority. Details will appear on the website.

F18/2284 ELECTION OF CHAIRMAN

It was proposed by Councillor S Snell and seconded by Councillor S Vaughan-Hodkinson that Councillor S Unwin be re-elected as Chairman for 2018 / 2019. All were in favour and thus it was

RESOLVED that Councillor Mrs Sheenagh Unwin be re-elected as Chairman of Hollinswood & Randlay Parish Council for the year 2018/2019. This was unanimously agreed.

F18/2285 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman thanked Members for their support and confirmed that it would be an honour to accept and to continue to represent the Parish Council and then read and signed her Declaration, witnessed by the Proper Officer of the Council.

F18/2286 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor J Johnson and seconded by Councillor G Sinclair that Councillor Harvey Unwin be re-elected as Vice Chairman for 2018/2019. There were no other nominations. All were in favour and thus it was

RESOLVED that Councillor Harvey Unwin be elected as Vice Chairman for 2018/2019.

F18/2287 DECLARATION OF ACCEPTANCE OF OFFICE

The Vice Chairman read and signed his Declaration, witnessed by the Proper Officer of the Council.

F18/2288 MINUTES OF THE 2017 ANNUAL GENERAL MEETING

Copies had been distributed. It was proposed by Councillor G Sinclair and seconded by Councillor J Johnson that they be signed as a true record. All were in favour and thus it was

RESOLVED that the Chairman sign the Minutes as an accurate record.

F18/2289 MATTERS ARISING FROM THE MINUTES

None

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F18/2290 REMUNERATION

- a) Report
The Clerk had circulated the report for 2017/2018 which is a legal requirement. This will be attached to the Minutes and displayed on the website.
- b) Scheme for 2018/19
It was proposed by Councillor C Turley and seconded by Councillor G Sinclair that the scheme should continue in its current format. Up to £500 is available per elected member, paid 3 monthly in arrears and is only available for Councillors attending meetings during that period. No remuneration can be available to Councillors that are co-opted to the Council.

RESOLVED that the Parish Council will continue the scheme in its current format as outlined above.

F18/2291 CONFIRMATION OF THE COMMITTEE STRUCTURE

It was agreed that the existing Committee Structure suits the requirements of the Parish Council.

F18/2292 ELECTION OF MEMBERS TO COMMITTEES

Personnel Committee (including Youth Provision Partnership)

Councillor H Unwin
Councillor S Snell
Councillor L Aubrey
Councillor J Turley
Councillor L Ricketts
Councillor P Roberts

Asset & Property Committee (including PET, Allotments and RV Car Park)

Councillor S Unwin
Councillor G Sinclair
Councillor H Unwin
Councillor J Johnson
Councillor C Turley
Councillor J Turley
Councillor L Ricketts
Councillor L Aubrey
Councillor P Roberts
Councillor S Vaughan-Hodkinson

Events Committee (including STROWP and FoHRV)

Councillor S Snell
Councillor J Johnson
Councillor C Turley
Councillor J Turley

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Councillor L Aubrey
Councillor S Vaughan-Hodkinson
Chairman of the Council
Vice Chairman of the Council
West Mercia Police
Members of the Community
Everyone Welcome

Appeals & Complaints Committee

Councillor S Unwin
Councillor G Sinclair
Councillor C Turley
Councillor S Vaughan-Hodkinson

It was proposed by Councillor S Unwin and seconded by Councillor J Johnson that the Committee members be agreed as per the list. All were in favour.

RESOLVED that the membership of the Finance & Audit Committee would comprise Chairman of each Committee plus three further Members.

Finance & Audit Committee

Chairman of the Council
Chairman of each Committee
Councillor S Vaughan-Hodkinson
Councillor S Snell
Councillor C Turley

Should one of the named Members become a Chairman of a Committee, an agenda item will be added to a future agenda to elect a further Member.

All were in favour of the above proposals for Membership of Committees for 2018/19 and thus it was

RESOLVED that the Committee Structure and Membership would be as per the above list. It was further confirmed that the Members will elect a Chairman and Vice Chairman at the first meeting of all Committees. It will also be necessary to confirm the Terms of Reference for the Committees.

F18/2293 STANDING ORDERS AND FINANCIAL REGULATIONS

Updated copies of the Standing Orders and Financial Regulations had been circulated to all members. It was proposed by Councillor C Turley and seconded by Councillor G Sinclair that they be adopted for the year 2018/19. All were in favour and thus it was

RESOLVED that the Standing Orders and Financial Regulations be confirmed as at May 2018 and to be reviewed in May 2019. Members confirmed that electronic copies would be acceptable.

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F18/2294 APPOINTMENT OF BANKERS & INTERNAL AUDITOR

It was proposed by Councillor L Aubrey and seconded by Councillor S Snell that Barclays continue to provide our banking services for 2018/2019. We will continue to use the Base Rate Interest Account with automated transfers to ensure the best interest return possible. Our investment will remain with CCLA.

Mr Edward Davies FILCM has agreed to undertake the Internal Audit. Littlejohns have been appointed as our External Auditor.

All were in favour and thus it was

RESOLVED that we continue to bank with Barclays and that Mr Edward Davies FILCM be employed as Internal Auditor.

**RESOLVED that the following Councillors remain as cheque signatories. S Unwin, H Unwin, J Johnson and C Turley.
Authorisation requires any two, from four, signatures.**

F18/2295 SUBSCRIPTIONS

It was proposed by Councillor H Unwin and seconded by Councillor G Sinclair that the Parish Council should remain a Member of the following organisations

SALC	SLCC (50%cost)	Open Spaces Society
National Allotments Society	CPRE	

RESOLVED that the Parish Council subscribes to five organisations as listed.

F18/2296 REPRESENTATIVES ON OUTSIDE BODIES

Friends of Hollinswood & Randlay Valley

Councillor S Unwin
Councillor H Unwin

National Association of Local Councils

Councillor S Unwin

Shropshire Association of Local Councils / Wrekin Area Committee

Councillor S Vaughan-Hodkinson
Councillor H Unwin
Other Members can also attend WAC meetings.

T & W Bus User Group

Glyn Johnson
Katrina Baker
Councillor S Unwin

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South Telford Rights of Way Project (STROWP)

Councillor G Sinclair

The nominations were proposed by Cllr J Johnson and seconded by Councillor S Snell, all were in favour and the appointments were agreed.

F18/2297 MEETING SCHEDULE

A draft schedule had been circulated. It was proposed by Councillor S Unwin and seconded by Councillor J Johnson that the schedule be agreed. All were in favour and thus it was

**RESOLVED that the Schedule for 2018/2019 be adopted. Members are asked to make every effort possible to attend meetings and to register apologies if they are not able to attend because of other commitments.
Please check agendas to confirm the venue for meetings as it is sometimes necessary to move them to an alternative location, due to hall hire requirements.
A copy of the schedule will be added to the website and included on the advertising screens.**

There being no further business, the meeting closed at 7.55p.m.

SignedDate