
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 20th May 2019 at 7.30p.m.** at **Hollinswood Neighbourhood Centre.**

PRESENT:

- Councillor J Creed
- Councillor S Vaughan-Hodkinson
- Councillor V Holt
- Councillor J Johnson
- Councillor L Ricketts
- Councillor G Sinclair
- Councillor S Snell
- Councillor C Turley
- Councillor H Unwin
- Councillor S Unwin

In Attendance

- Katrina Baker (Clerk)
- Stuart Fisher
- Glyn Johnson
- 1 member of the public
- Press

F19/2467 WELCOME

Councillor Mrs Sheenagh Unwin, Chairman 2018/19, opened the meeting, thanking members for attending.

F19/2468 DECLARATION OF ACCEPTANCE OF OFFICE

All Members, in no particular order, read and signed their Declarations of Acceptance of Office, these were witnessed by the Clerk, as the Proper Officer of the Council.

DISCLOSURE OF PECUNIARY INTERESTS

All Members are required to complete a new DPI, these are available on the website and will be forwarded to TWC for public record.

DBS CHECKS

All Members will be subject to enhanced DBS checks.

F19/2469 CHAIRMAN'S ANNOUNCEMENTS

Councillor S Unwin welcomed Cllr Holt to her first meeting since being elected to join Hollinswood & Randlay Parish Council, and announced that the Chairman's Charity for 2018/19 had raised a total of £3169.22 which included £400 from Councillor Turley's Pride Fund. This has enabled defibrillators to be provided for our three community buildings, with heated cabinets at RCC and HNC. The deficit at Hollinswood had been used in an emergency situation on 16th May and good wishes had been extended to the patient.

The Chairman thanked all members and staff for their help and support throughout the year, especially at the Parish Events.

Thanks were also recorded to Chris Prescott and Peter Roberts who did not stand for re-election.

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

F19/2470 ELECTION OF CHAIRMAN

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Snell that Councillor S Unwin be re-elected as Chairman for 2019 / 2020.

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 2019/2020. This was unanimously agreed.

F19/2471 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.

F19/2472 APOLOGIES

None

CONFIRMATION OF VACANCIES

One Parish Councillor vacancy exists due to the results of the election, which was uncontested. Following the immediate resignation of one Councillor a second vacancy exists. By a majority, Members agreed to consider both vacancies as soon as possible.

F19/2473 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor S Vaughan-Hodkinson and seconded by Councillor G Sinclair that Councillor Harvey Unwin be re-elected as Vice Chairman for 2019/2020.

There were no other nominations. All were in favour and thus it was

RESOLVED that Councillor Harvey Unwin be elected as Vice Chairman for 2019/2020.

F19/2474 DECLARATION OF ACCEPTANCE OF OFFICE

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

F19/2475 MINUTES OF THE 2018 ANNUAL GENERAL MEETING

Copies had been distributed. It was proposed by Councillor G Sinclair and seconded by Councillor C Turley that they be signed as a true record. With one abstention, all were in favour and thus it was

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

F19/2476 MATTERS ARISING FROM THE MINUTES

None

F19/2477 REMUNERATION

a) Report

A copy of the 2018/19 annual report is available and will appear on the website.

b) Scheme for 2019/20

It was proposed by Councillor C Turley and seconded by Councillor S Snell 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.

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- enquiries@harpc.org.uk Website:- www.hollinswoodandrandlaypc.org.uk

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –
A commitment by all to work together for the benefit of the wider community.

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

A counter proposal proposed by Councillor J Creed was not supported.

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

F19/2478 CONFIRMATION OF THE COMMITTEE STRUCTURE

It was proposed by Councillor S Unwin and seconded by Councillor G Sinclair, and all were in favour and thus it was agreed that the existing Committee Structure suits the requirements of the Parish Council, with the addition a Youth Provision Partnership.

F19/2479 ELECTION OF MEMBERS TO COMMITTEES

Personnel Committee (5 Members)

Councillor H Unwin
Councillor S Snell
Councillor L Ricketts
Councillor S Vaughan-Hodkinson
Councillor J Creed

Asset & Property Committee (inc Allotments and RV Car Park) (9 Members)

Councillor S Unwin
Councillor G Sinclair
Councillor H Unwin
Councillor J Johnson
Councillor C Turley
Councillor L Ricketts
Councillor S Vaughan-Hodkinson
Councillor J Creed
Councillor V Holt

Events Committee (including FoHRV) (All Members)

plus
Staff
West Mercia Police
Members of the Community
Everyone Welcome

Appeals & Complaints Committee (4 Members)

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

Youth Provision Partnership (incorporating SNAC) (5 Members)

Councillor S Unwin
Councillor L Ricketts
Councillor S Snell
Councillor S Vaughan-Hodkinson
Councillor V Holt

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

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

RESOLVED that the membership of the Parish Council Committees for 2019/20 be as per the lists above, a new list will be produced for the website and shared with Members.

Membership of Finance & Audit Committee (up to 8 Members)

Chairman of 5 Committees

Plus up to 3 Councillors

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

Finance & Audit Committee

This will appear on the June agenda for confirmation, following the election of Chairman to the five Committees.

All were in favour of the above proposals for Membership of Committees for 2019/20 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 all the Committees at those meetings.

F19/2480 POLICIES & PROCEDURES 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 J Johnson that they be adopted for the year 2019/20. All were in favour and thus it was

RESOLVED that the Standing Orders and Financial Regulations be confirmed as at May 2019 and to be reviewed in May 2020.

REGULATORY POLICIES

Copies of the updated Council's Policies and Procedures have been produced for members to peruse. An agenda item will be included on the June Agenda for confirmation. Members were asked to be aware of the Social Media Policy which has recently been adopted and had been produced by the Monitoring Officer at TWC.

F19/2481 FINANCE & AUDIT MATTERS APPOINTMENT OF BANKERS & INTERNAL AUDITOR

It was proposed by Councillor S Unwin and seconded by Councillor S Snell that Barclays continue to provide our banking services for 2019/2020. 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 LLP have been appointed as our External Auditor.

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

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.**

ASSET REGISTER, AT 31ST MARCH 2019

A copy of the Asset Register was provided to all Members, as per the revised Audit requirements.

F19/2482 SUBSCRIPTIONS

It was proposed by Councillor S Unwin and seconded by Councillor J Johnson that the Parish Council should remain a Member of the following organisations

SALC

SLCC (50%cost)

It was further proposed that membership of the following organisations be considered at the time of renewal

Open Spaces Society

National Allotments Society

CPRE

National Association of Councillors

RESOLVED that the Parish Council subscribes to SALC and SLCC and that membership renewals of the other organisations will be considered throughout the year.

F19/2483 REPRESENTATIVES ON OUTSIDE BODIES

Friends of Hollinswood & Randlay Valley

Councillor S Unwin

Councillor C Turley

Councillor J Creed

All meetings are open to anyone to attend.

National Association of Local Councils

Councillor S Unwin

Shropshire Association of Local Councils / Wrekin Area Committee

Councillor G Sinclair

Councillor H Unwin

Other Members can also attend WAC meetings.

T & W Bus User Group

Glyn Johnson

Councillor S Unwin

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

Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

F19/2484 MEETING SCHEDULE

A draft schedule had been circulated. It was proposed by Councillor H Unwin and seconded by Councillor G Sinclair that the schedule be agreed, with one amendment to move the committee meetings from 23rd May to 30th May. All were in favour and thus it was

RESOLVED that the Schedule for 2019/2020 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 8.15p.m.

SignedDate