
Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

11th May 2021

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 17th May 2021** and will commence at **7.30p.m.**

Please ensure that you wear a face covering on arrival - you may remove these during the meeting, if you wish.

Please bring along a pen and cup (for a hot drink). Sanitiser will be provided.

If you would rather receive the Zoom link to join this meeting remotely, please contact the Clerk.

A G E N D A

1. **Welcome** Councillor Mrs Sheenagh Unwin – Chairman 2019/21
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.
3. **Chairman's Announcements – 2019/21**
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.
7. **Election of Vice Chairman**
8. **Declaration of Acceptance of Office**
9. **Minutes of the 2019 Annual General Meeting** Copies have been distributed previously – please request a copy if you require one before the meeting.
10. **Remuneration**
 - a) To receive the report for 2020/21
 - b) To give consideration to any scheme available for 2021/22 and to confirm the rate.

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11. Committees

- a) To agree the Committee structure for the Parish Council
 - b) To elect Members to the HR Working Group
 - c) To elect Members to the Asset & Property Committee
 - d) To elect Members to the Events Working Group
 - 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 Climate Change Working Group
 - h) 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.

12. Policies & Procedures

- a) **Confirmation of Standing Orders and Financial Regulations**
- b) **Confirmation of Regulatory Policies**

13. Finance & Audit Responsibilities

- a) **Confirmation of Bankers, Auditors, Baccs authorisation and cheque signatories**
- b) **To receive the Parish Council Asset Register dated 31st March 2021**

14. 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
- f) Zoom Subscription (50%)

15. Representatives on Outside Bodies

- a) National Association of Councillors (1) – Cllr S Unwin
- b) Shropshire Association of Local Councils, Wrekin Area Committee (2)
- c) TW Bus User Group (2) – Cllr S Unwin / G Johnson
- d) Climate Change Champion (1)
- e) Snow Warden
- f) Tree Warden (1)
- g) CPRE (2)
- h) Mental Health Champion (1) – Cllr J Johnson

16. Confirmation of the Meeting Schedule for 2021/22

Katrina Baker
Clerk to the Parish Council