
Hollinswood and Randlay Parish Council

Chairman of the Council: Councillor Mrs Sheenagh Unwin

MINUTES of the Annual General Council Meeting held on **Monday 17th May 2021** at **Hollinswood Neighbourhood Centre at 7.30pm**

PRESENT: Councillors

- S Unwin
- H Unwin
- S Snell
- S Vaughan-Hodkinson
- T Wust
- G Sinclair
- C Turley
- J Johnson
- L Ricketts
- J Creed

In Attendance:

- Councillor E Dalby (via zoom)
- G Johnson
- S Fisher
- Katrina Baker (Clerk)
- 4 members of the public

F21/2838 WELCOME

Councillor S Unwin, Chairman for 2020/21, opened the meeting and thanked everyone for attending. She extended a warm welcome to our guests.

PRESENTATIONS

It was a pleasure for Councillor S Unwin to present the Chairman's Annual Awards to Mr & Mrs Haddon and Ms A Booth (Junior Award), for their outstanding support to the Parish and local areas.

F21/2839 DECLARATIONS OF ACCEPTANCE OF OFFICE

All members read and signed their declarations of acceptance of office, which were witnessed by the Clerk, as Proper Officer of the Council.

DISCLOSURE OF PECUNIARY INTERESTS

All members had completed a new DPI, which would appear on the website and a copy forwarded to TWC Monitoring Officer.

F21/2840 CHAIRMAN'S ANNOUNCEMENTS

Councillor Mrs Unwin expressed thanks to the Members and Staff, for their support throughout a difficult year. She praised the Parish Council for its remarkable help and support made available for the entire communities in the Parish and in particular for those who had assisted with the Community Support Scheme, offering shopping, prescription collection, meals, dog walking and friendship.

Councillor Unwin thanked all Members of staff for their commitment and dedication to the Council and said that they all gave 110% at all times and this is very much appreciated.

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The Chairman read a short 'thank you' which had been provided by the members of staff, specifically to the Clerk – in recognition of their thanks for the support given to them all personally during a difficult year.

The Chairman's Charity fund-raising had been hindered by the Covid restrictions, but it was pleasing to know that the first Friendship Benches had been purchased and installed and are already being well used around the Parish.

F21/2841 ELECTION OF CHAIRMAN

Councillor S Unwin

Proposed by Councillor C Turley

Seconded by Councillor S Vaughan-Hodkinson

All were in favour and thus it was

RESOLVED that Councillor Sheenagh Unwin be elected as Chairman of Hollinswood & Randlay Parish Council for 2021/22.

F21/2842 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Mrs Unwin thanked Members for their continued support and read and signed the Declaration of Acceptance of Office.

F21/2843 APOLOGIES & APPROVAL

Councillor Holt

Unwell

It was proposed by Councillor H Unwin and seconded by Councillor Turley, all were in favour and thus it was

RESOLVED that the apologies be accepted.

Councillor Dalby

In Attendance Via Zoom

Councillor Sinclair

Apologies received after the meeting

F21/2844 ELECTION OF VICE CHAIRMAN

Councillor H Unwin

Proposed by Councillor S Vaughan-Hodkinson

Seconded by Councillor C Turley

All were in favour and thus it was

RESOLVED that Councillor Harvey Unwin be elected as Vice Chairman of Hollinswood & Randlay Parish Council for 2021/22.

F21/2845 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor H Unwin thanked Members for their continued support and read and signed the Declaration of Acceptance of Office.

F21/2846 MINUTES OF THE MEETING HELD ON 20TH MAY 2019

It was proposed by Councillor C Turley and seconded by Councillor J Creed that the Minutes of the last AGM, held in 2019, be signed as a true record, all were in favour and thus it was

Hollinswood and Randlay Parish Council

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RESOLVED that the Chairman signs the Minutes as a true record.

F21/2847

REMUNERATION

- a) Report
A copy of the report for 2019/20 and 2020/21 had been circulated and would appear on the website.
- b) 2021/22
It was proposed by Councillor Turley and seconded by Councillor Snell that a scheme be available for elected Members for 2021/22, with each Member being able to claim up to a maximum of £500 per annum in arrears, providing that they have attended Meetings. All were in favour and thus it was

RESOLVED that a Remuneration Scheme be available for 2021/22 for elected Members.

F21/2848

COMMITTEES AND WORKING GROUPS

- a) **Committee Structure**
Members agreed to amend the structure to enable Working Groups to continue to meet virtually, when necessary.
- b) HR Working Group
Councillor Snell
Councillor Ricketts
Councillor Turley
Councillor S Unwin
Councillor T Wust
- c) Asset & Property Committee
Councillor H Unwin
Councillor C Turley
Councillor J Johnson
Councillor G Sinclair
Councillor S Unwin
Councillor J Creed
Councillor L Ricketts
- d) Events Working Group
Councillor S Vaughan-Hodkinson
Councillor E Dalby
Councillor J Johnson
Councillor H Unwin
Councillor J Creed
Councillor S Snell
Councillor T Wust
Chairman (Ex Officio)
- e) Youth Provision Partnership
Councillor L Ricketts
Councillor V Holt
Councillor S Unwin
Councillor T Wust
Councillor S Snell
- f) Appeals & Complaints Committee
Councillor H Unwin
Councillor G Sinclair
Councillor E Dalby
- g) Climate Change Working Group

Hollinswood and Randlay Parish Council

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Councillor S Vaughan-Hodkinson Councillor J Creed
Councillor H Unwin Councillor V Holt
Councillor S Unwin

- h) Finance & Audit Committee
Chairman of Asset & Property
Chairman of HR
Chairman of Events
Chairman of YPP
Chairman of Climate Change
Councillor S Unwin (ex officio)
Councillor V Holt

The Committee Structure and Membership were proposed by Councillor S Unwin and seconded by Councillor H Unwin, all were in favour and thus it was

RESOLVED that the Committee Structure and Membership, as listed above, be agreed.

The Chairman and Vice Chairman will be elected at the first meeting of each Committee.

F21/2849

POLICIES AND PROCEDURES

a) Standing Orders and Financial Regulations

Members agreed that the Standing Orders and Financial Regulations recently adopted be confirmed, these will appear on the website.

b) Regulatory Policies

Members agreed that the update regulatory policies be confirmed and published on the website.

F21/2850

FINANCE & GOVERNANCE

a) Members confirmed the following appointments:

| | |
|----------------------------|--------------------|
| Bankers | Barclays |
| Internal Auditor | Lightatouch |
| Auditors | PKF Littlejohn LLP |
| Baccs / Cheque Signatories | Clr C Turley |
| | Clr J Johnson |
| | Clr H Unwin |
| | Clr S Unwin |

b) Asset Register

Members had received a copy of the Register as at 31st March 2021.

F21/2851

ANNUAL SUBSCRIPTIONS

It was proposed by Councillor H Unwin and seconded by Councillor C Turley, all were in favour and thus it was

RESOLVED that the following annual subscriptions be authorised:

Shropshire Association of Local Councils
Society of Local Councils
Open Spaces Society

Hollinswood and Randlay Parish Council

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**National Allotments Society
Council for the Protection of Rural England
Zoom**

F21/2852

OUTSIDE BODY REPRESENTATIVES

It was proposed by Councillor H Unwin and seconded by Councillor J Creed, all were in favour and thus it was

RESOLVED that the following representatives be confirmed

| | |
|--|-----------------------------------|
| National Association of Local Councillors | Cllr S Unwin |
| Wrekin Area Committee (SALC) | Cllr H Unwin |
| TW Bus User Group | Cllr S Unwin / G Johnson |
| Climate Change Champion | Cllr S Vaughan-Hodkinson |
| Snow Wardens | G Johnson / Cllr J Johnson |
| Tree Warden | Cllr J Creed |
| CPRE | Cllr G Sinclair / Clerk |
| Mental Health Champion | Cllr J Johnson |

F21/2853

MEETING SCHEDULE

A draft schedule had been circulated. It was proposed by Councillor S Unwin and seconded by Councillor H Unwin, all were in favour and thus it was

RESOLVED that the meeting schedule be confirmed and uploaded to the website for public information.

There being no further business, the Chairman closed the meeting at 8.00pm.

SignedDate.....

Please note that these minutes will remain DRAFT until confirmed as a true record at the next Full Council meeting on Monday, 21st June 2021.