

Clerk to the Council/RFO: J Hodgkiss

Chairman: Cllr R Ruscoe

Minutes of the Annual Council Meeting held at 7:15pm on **Monday 18th May 2026** in The Memorial Hall.

Present: A Caswell BEM (AC), T Clarke (TC), C Clode (CC), D Engler (DE), T Markham (TM), A Parkhurst (APa), A Price (APr), R Ruscoe (RR) – Chair, C Shaw (CS), P Stevens (PS), M Underwood (MU)

In attendance: Julie Hodgkiss – Clerk (JH)

Item 01.26 **ELECTION OF CHAIRMAN**

RESOLVED: MU proposed Cllr Rob Ruscoe to be Chairman for this municipal year 2026/27, seconded by PS and agreed by all members present. The Chairman signed the Acceptance of Office form, witnessed by the Clerk and took the Chair.

Item 02.26 **ELECTION OF VICE CHAIRMAN**

MU proposed Cllr C Teckoe in his absence as Vice Chair, seconded by DE and agreed by all members present.

Item 03.26 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Apologies were received from Cllrs N and K Turner – holiday and Cllrs Teckoe and Osenton – work commitments.

Item 04.26 **DECLARATIONS OF INTEREST**

None

Item 05.26 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**

None

Item 06.26 **MINUTES**

RESOLVED: AC proposed to agree and sign off the minutes of the Full Council meeting held on 27th April 2026, seconded by MU and agreed by all members present.

Item 07.26 **REVIEW ARRANGEMENTS FOR INSURANCE COVER**

RESOLVED: MU proposed to approve insurance cover from Zurich at £5200.80, seconded by TC and agreed by all members present.

Item 08.26 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING**

Signed:..... Date:.....

RESOLVED: TM proposed to approve the attached schedule, seconded by CC and agreed by all members present.

Item 9.26 **REVIEW OF COMMITTEES**

RESOLVED: APa proposed to extend the membership of Services Committee to 7 to allow for more members to be involved in the Pavilion Project and to agree the structure; delegated authorities, and terms of reference of its standing Committees and appoint members to serve until the next Annual Council Meeting, seconded by AC and agreed by all members present.

Committee	Members
Services	Clarke, Engler, Markham, Parkhurst, Ruscoe, Teckoe, Underwood
Finance and Personnel	Engler, Price, Ruscoe, Teckoe, K Turner, P Stevens
Planning	Clode, Markham, Osenton, Price, Ruscoe, Underwood

Item 10.26 **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

RESOLVED: APa proposed to adopt the Standing Orders and Financial Regulations, seconded by MU and agreed by all members present.

Item 11.26 **REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

RESOLVED: APa proposed to confirm the ongoing financial contributions to Shropshire Council for the maintenance of Bayston Hill Library (LGA 1972, S137) £18,000 and Lyth Hill Country Park (Open Spaces Act 1906) £8656.00, seconded by CS and agreed by all members present.

Item 12.26 **REVIEW OF THE COUNCIL'S MEMBERSHIP AND REPRESENTATION ON EXTERNAL BODIES**

Noted. Representatives remain the same with the addition of CS to the Lyth Hill Management Committee.

Item 13.26 **REVIEW AND ADOPTION OF COMPLAINTS PROCEDURES**

RESOLVED: APa proposed to adopt the policy, seconded by MU and agreed by all members present.

Item 14.26 **REVIEW OF THE PARISH COUNCIL'S POLICY FOR DEALING WITH THE PRESS AND MEDIA**

RESOLVED: APr proposed to adopt the policy, seconded by MU and agreed by all members present.

Item 15.26 **DATA PROTECTION POLICY**

Signed:..... Date:.....

RESOLVED: TM proposed to adopt the policy, seconded by APr and agreed by all members present. Clerk to create a training matrix and share training opportunities with members.

Item 16.26 **PAYMENTS**

RESOLVED: APa proposed to approve all payments, as per attached schedule, including April salaries, seconded by DE and agreed by all members present.

Item 17.26 **REVIEW ASSET REGISTER INCLUDING LAND AND BUILDINGS**

RESOLVED: MU proposed to adopt the Asset Register up to 31/3/26, seconded by AC and agreed by all members present.

Item 18.26 **REVIEW s137 EXPENDITURE**

RESOLVED: APr proposed to note the expenditure in 2025/26 and the limit of expenditure in 2026/27, seconded by CS and agreed by all members present.

Item 19.26 **REVIEW OF WORKING GROUPS**

RESOLVED: MU proposed to disband the Carbon Neutral Group, retain the Road Safety Working Group and to note that the Income Generation Group/Pavilion Working Group remit would now fall under Services Committee, seconded by APa and agreed by all members present.

Item 20.26 **BANK MANDATES**

RESOLVED: APa proposed to make no changes to the bank signatories, seconded by CS and agreed by all members present.

Signed:..... Date:.....