

**Clerk to the Council/RFO: J Hodgkiss**

**Chairman: Cllr R Ruscoe**

Minutes of the Annual Council Meeting held at 7:15pm on **Monday 18<sup>th</sup> 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 27<sup>th</sup> 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.

| <b>Committee</b>             | <b>Members</b>  |
|------------------------------|---|
| <b>Services</b>              | Clarke, Engler, Markham, Parkhurst, Ruscoe, Teckoe, Underwood |
| <b>Finance and Personnel</b> | Engler, Price, Ruscoe, Teckoe, K Turner, P Stevens            |
| <b>Planning</b>              | 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:.....