Tanworth-in-Arden Parish Council

Minutes of the Annual Council meeting held on Thursday 21st May 2026
Held at Tanworth Village Hall

Present Members: Cllr Chaudry (Chair) Cllr Brougham, Cllr Cowan, Cllr Franks, Cllr Lines, and Cllr Willmott. Cllr Ross was present from Item 13.

In attendance: H Jennings (Clerk, taking minutes)
S Barnes (Deputy Clerk)

Cllr Chaudry opened the meeting at 19:00.

AM/26/01 Election of a Chair and Declaration

RESOLVED: It was proposed that Cllr Chaudry be appointed as Chair of the Parish Council, this was seconded, one vote was made against the proposal and all others were in favour. The Chair signed the Declaration of Acceptance of Office.

AM/26/02 Election of a Vice-Chair and Declaration

RESOLVED: It was proposed that Cllr Saunders be appointed as Chair of the Parish Council, this was seconded, one vote was made against the proposal and all others were in favour. The Vice-Chair signed the Declaration of Acceptance of Office.

AM/26/03 Apologies

Apologies were received from Cllr Cunningham, Cllr Eady, Cllr Muntz and Cllr Ruddick.

AM/26/04 Declarations of Interest.

No interests were declared.

AM/26/05 Council Committees

RESOLVED: It was resolved that all current committees continue, and an additional Street Lighting Committee be formed. The following Councillors, and members of the public were appointed to Committees and the committee terms of reference for the each were agreed. Terms of Reference can be found on the Parish Council website. It was proposed that each Committee be granted delegated authority to appoint its own Chair at the next meeting. This was seconded and all were in favour.

Planning	Staffing	Finance	Anti-Social Behaviour	Road Safety and Speeding	Street Lights
Cllr Eady	Cllr Chaudry	Cllr Willmott	Cllr Franks	Cllr Saunders	Cllr Willmott
Cllr Cunningham	Cllr Muntz	Cllr Lines	Cllr Eady	Cllr Franks	Cllr Cowan
Cllr Brougham	Cllr Ross	Cllr Chaudry	Cllr Lines	M. Keighley	Cllr Chaudry
Cllr Saunders	Cllr Cunningham	Cllr Cunningham	Cllr Cunningham	J. Shaylor	Cllr Ross
Cllr Willmott			Cllr Ruddick	S. Gaston	
			Cllr Chaudry	S. Jones	

AM/26/06 Appointment to Working Parties

There are currently no active working parties.

AM/26/07 To agree Banking Signatories

RESOLVED: It was proposed that the current bank signatories, Cllr Chaudry, Cllr Cunningham, Cllr Lines and Cllr Willmott remain as signatories with Unity Trust Bank. This was seconded and all were in favour.

AM/26/08 Aset Register

The asset register was circulated. There were no changes to the Parish Councils assets in 2025-2026.

RESOLVED: It was proposed that the Asset Register be accepted as an accurate record of the assets held by Tanworth in Arden Parish Council. This was seconded and all were in favour.

AM/26/09 Subscriptions

RESOLVED: It was proposed that the council continue to subscribe to the following annual subscriptions, WALC (inc NALC) Society of Local Council Clerks, Shakespeare Line & CPRE. This was seconded and all were in favour.

AM/26/10 Direct Debits

RESOLVED: It was proposed that the council continue with the following Direct Debit Arrangements – Direct Copiers (Printer) Fortress (Refuse Collection for Park) Microsoft 365 (Emails) Nest (Deputy Clerk Pension) Npower (Footpath Lighting) BT (Landline) Giff Gaff (Office Mobile) and Unity Trust Bank/Lloyds Multipay Card (Bank Charges.) This was seconded this and all were in favour.

AM/26/11 Council Governance

11.1. Council Standing Orders

11.2. Council Financial Regulations

11.3. Council Code of Conduct

11.4 Scheme of Delegation

It was suggested that the Emergency Expenditure should read 'in consultation with the Chair' not 'with the agreement' as no councillor, even the Chair, holds individual authority to make such decision, powers can only be delegated to the officer.

RESOLVED: It was proposed that all core policies listed above be re-adopted, with the above amendment to the Scheme of Delegation. This was seconded and all were in favour. All policies are available to view on the Parish Council website - https://tanworth-pc.gov.uk/parish-council/policies

AM/26/12 Civility and Respect Pledge

RESOLVED: It was proposed that Tanworth in Arden Parish Council renew its commitment to the Civility and Respect Pledge. This was seconded and all were in favour.

Cllr Ross joined the meeting.

AM/26/13 The Tanworth in Arden 1857 Inclosure Award Trust

RESOLVED: Following a Governance and Administrative review of the Trust undertaken by the Clerk, the following recommendations were proposed

- Council to confirm that it is a sole trustee of the Trust and when acting as the charity trustee, councillors are acting in the interests of the charity, not as Parish Councillors.
- Going forward there will be guidance for new councillors on their role when acting as charity trustees.
- Clerk to conduct a governance review of all Trust documentation and operating arrangements. Reviewing all accounts, contracts, leases and title deeds to ensure consistency.
- Council to consider re-registering the Trust formally from 'The Field Gardens' to 'The Tanworth in Arden 1857 Inclosure Award Trust' with the Charity Commission.
- A formal scheme of delegation for Clerks to be produced, to include the management of the Allotments.

This was seconded and all were in favour.

AM/26/14 Meetings 2026/2027 The following dates and venues for Council meetings for 2026/2027 were put forward, continuing to be held on the 3rd Thurs of every month, excluding Aug & Dec, at alternate village halls

18th June 2026	Earlswood Village Hall	21st January 2027	Tanworth in Arden Village Hall
16th July 2026	Tanworth in Arden Village Hall	18th February 2027	Earlswood Village Hall
17th September 2026	Earlswood Village Hall	18th March 2027	Tanworth in Arden Village Hall
15th October 2026	Tanworth in Arden Village Hall	15th April 2027	Earlswood Village Hall
19th November 2026	Earlswood Village Hall	20th May 2027	Tanworth in Arden Village Hall

RESOLVED: It was proposed the calendar of meetings be agreed, this was seconded and all were in favour.

The Chair closed the meeting at 19:18.