



## Complaints & Appeals Committee

**MINUTES** of the meeting of the Complaints & Appeals Committee for Edgmond Parish Council which took place on Monday, 29<sup>th</sup> July 2019 at 7pm in Edgmond Village Hall.

**PRESENT:** Councillor C Edwards  
Councillor R Higginson  
Councillor G Jones

In Attendance: Katrina Baker (Clerk)  
Cllr A Wilson  
Cllr G Williams

**CA19.20.009 Welcome**

The Clerk welcomed Members to the first meeting of the Committee for this municipal year.

**CA19.20.010 Election of Chairman**

It was proposed by Councillor Edwards and seconded by Councillor Higginson that Councillor G Jones be elected as Chairman for 2019/20.

**RESOLVED that Cllr Jones be Chairman of the Complaints and Appeals Committee.**

**CA19.20.011 Declaration of Acceptance of Office**

Councillor Jones read and signed the Declaration, this was witnessed by the Clerk as the Proper Officer.

**CA19.20.012 Apologies**

None

**CA19.20.013 Election of Vice Chairman**

It was proposed by Councillor C Edwards and seconded by Councillor G Jones that Councillor R Higginson be elected as Vice Chairman of the Complaints & Appeals Committee for 2019/20. All were in favour and thus it was

**RESOLVED that Cllr Higginson be Vice Chairman of the Complaints & Appeals Committee.**

Councillor C Edwards read and signed her Declaration of Acceptance of Office, this was witnessed by the Clerk as the Proper Officer of the Council.

**CA19.20.014 Terms of Reference**

It was proposed by Councillor R Higginson and seconded by Councillor C Edwards that the Terms of Reference be re-affirmed until May 2023.

**CA19.20.015 Complaints Policy and Procedure**

Members confirmed the complaints policy and procedure to be effective until May 2023.

**CA19.20.016 Any other matters**

None