



## Complaints & Appeals Committee

**MINUTES** of the meeting of the Complaints & Appeals Committee for Edgmond Parish Council which took place on Monday, 4<sup>th</sup> July 2022 at 9pm in Edgmond Village Hall.

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

In Attendance: Katrina Baker (Clerk)  
Cllr A Wilson  
Cllr Y Brunger  
Cllr M Barton

**CA22.017 Welcome**

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

**CA22.018 Election of Chairman**

It was proposed by Councillor Jones and seconded by Councillor Higginson that Councillor C Edwards be elected as Chairman for 2022/23.

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

**CA22.019 Declaration of Acceptance of Office**

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

**CA22.020 Apologies**

None

**CA22.021 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 2022/23. All were in favour and thus it was

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

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

**CA22.022      Terms of Reference**

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

**CA22/023      Complaints Policy and Procedure**

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

**CA22/024      Any other matters**

None

The chairman closed the meeting at 9.05pm, thanking members for their support to complete this meeting effectively.

Signed .....Date .....