



Complaints & Appeals Committee

MINUTES of the meeting of the Complaints & Appeals Committee for Edgmond Parish Council which took place on Monday, 13th June 2023 at 8pm in Edgmond Village Hall.

PRESENT: Councillor R Higginson
Councillor G Jones

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

CA23.001 Welcome

The Clerk welcomed Members to the first meeting of the Committee and invited nominations for Chairman.

CA23.002 Election of Chairman

It was proposed by Councillor Higginson that Councillor Jones be elected as Chairman for 2023/24.

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

CA23.003 Declaration of Acceptance of Office

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

CA23.004 Apologies

Councillor C Edwards Holiday Accepted

CA23.005 Election of Vice Chairman

It was proposed by Councillor Jones that Councillor R Higginson be elected as Vice Chairman of the Complaints & Appeals Committee for 2023/24. 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.

CA23.006 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 2024.

CA23/007 **Complaints Policy and Procedure**
Members confirmed the complaints policy and procedure to be effective until May 2024.

CA23/008 **Any other matters**
None – meetings are only arranged when necessary.

The chairman closed the meeting at 8.10pm, thanking members for their support to complete this meeting effectively.

SignedDate