
Hollinswood and Randlay Parish Council

Chairman of the Committee: Councillor Harvey Unwin

Clerk: Katrina Baker MBE

COMPLAINTS & APPEALS COMMITTEE

MINUTES of the meeting held at Hollinswood Neighbourhood Centre on Monday, 19th June 2023 at 7pm immediately before Full Council.

PRESENT: Councillor H Unwin
Councillor J Creed
Councillor T Wood

In Attendance: Katrina Baker, Clerk
Councillor S Unwin
Councillor S Vaughan-Hodkinson

CA23/001 WELCOME

The Clerk opened the meeting and welcomed members to the first meeting of the new municipal year.

CA23/002 ELECTION OF CHAIRMAN

It was proposed by Councillor Creed and seconded by Councillor Wood that Councillor H Unwin be elected as Chairman for 2023/24. All were in favour and thus it was

RESOLVED that Councillor H Unwin be elected as Chairman for 2023/24.

CA23/003 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor H Unwin thanked the Members for their support and read and signed the Declaration, this was witnessed by the Clerk as the Proper Officer of the Council.

CA23/004 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor Creed and seconded by Councillor Unwin that Councillor Wood be elected as Vice Chairman. All were in favour and thus it was

RESOLVED that Councillor T Wood be elected as Vice Chairman for 2023/24.

CA23/005 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Wood read and signed the Declaration of Acceptance of Office which was witnessed by the Proper Officer of the Council.

CA23/006 APOLOGIES

None

CA23/007 DECLARATIONS OF INTEREST

As per the registered list.

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CA23/008

TERMS OF REFERENCE

It was confirmed that the membership of the Committee is Three.

Should a declaration of interest mean that a member cannot take part in the meeting, a substitute will be identified and invited to attend.

It was proposed by Councillor H Unwin and seconded by Councillor Wood that the Terms of Reference be confirmed and signed by the Chairman.

CA23/009

ANY OTHER BUSINESS

None

CA23/010

DATE OF THE NEXT MEETING

The Chairman will call a meeting, as and when required, giving three days' notice of the date, venue and time.

SignedDate