
Hollinswood and Randlay Parish Council

Chairman of the Committee: Councillor Creed

Clerk: Katrina Baker MBE

COMPLAINTS & APPEALS COMMITTEE

MINUTES of the meeting held at Randlay Community Centre on Monday, 15th June 2026 at 7.15pm immediately before Full Council.

PRESENT: Councillor H Unwin
Councillor J Creed
Councillor P Cranfield
Councillor P Farrar

In Attendance: Katrina Baker, Clerk

CA26/001 WELCOME

The Clerk opened the meeting and welcomed members to the first meeting of the new municipal year. This meeting is only to set up the Committee for the 2026/27 year.

CA26/002 ELECTION OF CHAIRMAN

It was proposed by Councillor Unwin and seconded by Councillor Cranfield that Councillor Creed be elected as Chairman for 2026/27. All were in favour and thus it was

RESOLVED that Councillor Creed be elected as Chairman for 2026/27.

CA26/003 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Creed 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.

CA26/004 ELECTION OF VICE CHAIRMAN

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

RESOLVED that Councillor Cranfield be elected as Vice Chairman for 2026/27.
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CA26/005 DECLARATION OF ACCEPTANCE OF OFFICE

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

CA26/006 APOLOGIES

None

CA26/007 DECLARATIONS OF INTEREST

As per the registered list.

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CA26/008

TERMS OF REFERENCE

It was confirmed that the membership of the Committee is Three. Three members will be required to attend any meeting of this Committee.

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

Councillor Farrar will be kept informed throughout the process.

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

CA26/009

ANY OTHER BUSINESS

None

CA26/010

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