



Minutes of the Annual Meeting of the Parish Council Tuesday 17 May 2022

1 / 22 Attendance and Apologies for absence.

Attendance: Cllr Buxton (Chairman); Cllr Biggs; Cllr Burn; Cllr Booth; Cllr Evans; Cllr Grover; Cllr Penney and Cllr Pike
Apologies for absence: Cllr Jacklin; Cllr Bains
Present: Ruth Davies (Clerk)

There were no members of the public present.

2 / 22 Declaration of interest for items on the agenda

There were no Declarations of Interest in accordance with the adopted Code of Conduct.

3 / 22 Appointment of the Chairman of the Council

The Chairman called for nominations for the role of Chairman of the Council for the council year 2022 2023.

RESOLVED: Unanimously that Cllr Buxton elected as Chairman for the council year 2022 2023. Cllr Booth nominated, seconded by Cllr Biggs, and resolved by council vote.

There were no other nominations for chairman of the council.

On accepting the role of Chairman of the council for the coming year, Cllr Buxton thanked all council members for their confidence in her and emphasised the need for full council engagement and working together for the best interests of the village.

The Chairman duly signed the Declaration of Office.

4 / 22 Appointment of the Vice-Chairman of the Council

The Chairman called for nominations for the role of Vice-Chairman of the Council for the council year 2022 2023.

RESOLVED: Unanimously that Cllr Jacklin elected as Vice-Chairman for the council year 2022 2023. Cllr Biggs nominated, seconded by Cllr Burn, Cllr Pike and resolved by council vote.

There were no other nominations for vice-chairman of the council.

5 / 22 Approval of the Committee Structure

RESOLVED: Unanimously that the proposed committee structure is approved for the council year May 2022 to April 2023.

6 / 22 Appointment of Committee Members to committees and focus areas as per the approved structure

RESOLVED: That the appointed members of the Planning Committee for the council year 2022 2023 will be: Cllr Jacklin, Cllr Burn; Cllr Buxton; Cllr Booth; Cllr Evans; Cllr Bains and Cllr Biggs.

RESOLVED: by a vote of the appointed committee members for Cllr Jacklin and Cllr Burn to continue as Co-Chairs of the Committee. Nominated by Cllr Buxton and seconded by Cllr Biggs.

RESOLVED: That the appointed members of the Finance Committee for the council year 2022 2023 will be: Cllr Booth; Cllr Buxton, Cllr Evans, Cllr Pike, and Cllr Bains.

RESOLVED: by a vote of the appointed committee members for Cllr Booth to continue as Chairman of the Committee. Nominated by Cllr Pike and seconded by Cllr Evans.

Membership of the **Oversight and Strategy Committee** was therefore confirmed as:

Chairman of the Council – Cllr Buxton; Vice-Chairman of the Council – Cllr Jacklin and Chairman of the Finance Committee – Cllr Booth.

RESOLVED: That the appointed members of the Village Hall Committee for the council year 2022 2023 will be: Cllr Penney; Cllr Booth; Cllr Penney and Cllr Grover.

RESOLVED: by a vote of the appointed committee members for Cllr Penney to continue as Chairman of the Committee. Nominated by Cllr Evans and seconded by Cllr Grover.

Appointments to the focus areas were made and are recorded as:

Allotments	Cllr Grover
Cemetery	Kiln Lane Cemetery – Cllr Booth Holy Trinity Graveyard – Cllr Grover
Property	Cllr Grover, Cllr Pike
Sunningdale Traders	Cllr Bains

All working groups retain their memberships as task and finish groups.

7 / 22 To accept the Governing Documents and Policies of Council

The Chairman thanked the Clerk for the clear format of the council governing documents. The Chairman confirmed the policies to be approved and had been on the internal website for review and comment for quite some time, with no comments received from council members were:

- Financial Regulations – October 2021
- Code of Conduct - June 2021
- Sunningdale Parish Council – Hiscox Schedule 2022
- SPC Complaints Procedures - Version January 2019
- Dignity at Work – May 2017, reviewed Croner HR April 2022
- Sunningdale Parish Council Expenses Policy - Version Jan 2016, reviewed March 2021
- Health and safety policy – Version February 2017, reviewed Croner HR April 2022
- Lone Worker Policy – June 2019, reviewed Croner HR April 2022
- Media policy - Version June 2019 revised March 2021
- Members Questions – December 2021
- Sunningdale Parish Council – Publication Scheme under FOI - Version Jan 2017
- Scheme of Delegation and Extension – May 2021
- SPC Vexatious Behaviour Policy - Version Jan 2020

RESOLVED: Unanimously that these policies as listed were approved for the council year 2022 2023.

The following policies include new amendments and are to be approved by the council:

- Sunningdale Parish Council Standing Orders – April 2021, revision May 2022 - Unanimous
- Equality and Diversity – May 2022 - Unanimous
- Grievance Policy – Revision Feb 2021, reviewed Croner HR April 2022 - Unanimous
- Whistle Blower Policy – February 2021, reviewed Croner HR April 2022 - Unanimous

RESOLVED: That these policies as listed were adopted for the council year 2022 2023.

The council received the dates for the council and committee meetings for 2022 2023.

RESOLVED: to accept the dates of the meetings

Council **noted** the following was under review:

- Risk Register is under review by the Oversight and Strategy Committee .

8 / 22 Information Sharing

8 / 1 / 22 Jubilee Event update

The Clerk updated the council on the event, including the marketing, timings, entertainers, and the uptake from the residents and public. The Clerk also asked council members for their availabilities to attend and assist with the management of the event.

The Clerk confirmed that the Jubilee Lamp posts signs will be put up on all 27 of the lamp posts where the Christmas lights are placed and other areas around the village dependant on numbers. That the Standard would be replace with the Jubilee Flag on Monday 30 May and remain up during the celebrations. And that bunting had been purchased to cover the health and safety elements of cables around the Pavilion and to decorate the park.

8 / 2 / 22 Annual Parish Meeting

Apologies were received for the Annual Parish Meeting from Cllr Penney; Cllr Booth; Cllr Jacklin.

The Chairman updated the council on the date and the speakers for the meeting along with the seating arrangements for the members of council present.

8 / 3 / 22 RBWM Council Members for Sunningdale and Cheapside

The Chairman confirmed that the mayor making ceremony at RBWM would take place on Tuesday 24 May and that the only nomination for this year was Cllr Christine Bateson.

8 / 4 / 22 Outreach Service

The Clerk updated the committee on the progress of launching the new service and the stakeholder meetings that had taken place so far.

The Chairman closed the meeting at 8:20pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____