



## Minutes of the Annual Meeting of the Parish Council Tuesday 16 May 2023

The Clerk confirmed acceptance of office from:

Cllr Buxton, Cllr Biggs, Cllr Evans, Cllr Grover, Cllr Hilton, Cllr Newman, Cllr Penney, and Cllr Pike.

Ruth Cramer has resigned from office prior to signing her acceptance of office and a casual vacancy is now declared.

### **1 / 23 Appointment of the Chairman of the Council**

Cllr Buxton called for nominations for the office of Chairman of the Council.

Nominations were received for Cllr Grover and Cllr Pike and a vote was taken with Cllr Grover appointed on 6 votes in favour and Cllr Pike 2 votes in favour.

**RESOLVED:** That Cllr Grover is elected Chairman of the Council.

Cllr Grover duly signed the Declaration of Office for Chairman of the Council, thanked Cllr Buxton for her dedication to the council for 8 years as Chairman and commenced the meeting.

### **2 / 23 Attendance and Apologies for absence.**

**Attendance:** Cllr Grover; (Chairman); Cllr Buxton; Cllr Biggs; Cllr Burn; Cllr Evans; Cllr Hilton; Cllr Newman; Cllr Penney and Cllr Pike

**Apologies for absence:** Julie Coxon

**Present:** Ruth Davies (Clerk), Nikki Tomlinson (Deputy Clerk)

There were 2 members of the public present. Their details are retained in line with the GDPRs.

The council received the request from Julie Coxon to defer her acceptance of office due to availability to health reasons and being away on holiday.

**RESOLVED:** That the deferment of acceptance of office was granted to Julie Coxon.

### **3 / 23 Declaration of interest for items on the agenda**

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

### **4 / 23 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 2023 2024.

Nomination was received for Cllr Biggs.

**RESOLVED:** Unanimously that Cllr Biggs is elected as Vice-Chairman for the council year 2023 2024.

### **5 / 23 Approval of the Committee Structure**

**RESOLVED:** Unanimously that the proposed committee structure is approved for the council year May 2023 to April 2024.

## 6 / 23      **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 2023 2024 will be:  
Cllr Buxton; Cllr Evans; Cllr Biggs and Cllr Newman.

**RESOLVED:** by a vote of the appointed committee members for Cllr Buxton to become Chairman of the Planning Committee.

**RESOLVED:** That the appointed members of the Finance Committee for the council year 2023 2024 will be:  
Cllr Evans; Cllr Hilton; Cllr Newman and Cllr Pike.

**RESOLVED:** by a vote of the appointed committee members for Cllr Pike as Chairman of the Committee.

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

Chairman of the Council – Cllr Grover  
Vice-Chairman of the Council – Cllr Biggs  
Chairman of the Finance Committee – Cllr Pike  
Chairman of the Planning Committee – Cllr Buxton

**RESOLVED:** That the appointed members of the HR Sub-Committee 2023 2024 will be:  
Cllr Grover; Cllr Biggs; Cllr Pike; Cllr Hilton and Cllr Evans.

**RESOLVED:** That the appointed members of the Village Hall Committee for the council year 2023 2024 will be:  
Cllr Penney; Cllr Evans; Cllr Pike and Cllr Grover.

**RESOLVED:** by a vote of the appointed committee members for Cllr Penney to continue as Chairman of the Committee.

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

Allotments	Cllr Newman
Cemetery	Kiln Lane Cemetery and Holy Trinity Graveyard joint – Cllr Hilton and Cllr Evans
Property	Cllr Grover
Sunningdale Traders	Cllr Pike

**RESOLVED:** That the appointed members of the Cycling and Walking Working Group for the council year 2023 2024 will be:  
Cllr Biggs; Cllr Hilton and Cllr Pike

**RESOLVED:** by a vote of the appointed working group members for Cllr Biggs to continue as Chairman of the Working Group.

Working Group memberships still to be confirmed are:

Christmas, CIL, and Village Hall 2024.

## 7 / 23      **To review representatives to external organisations**

**RESOLVED:** That the appointed representatives to external organisations for 2023 2024 are:  
DALC – Cllr Pike  
NAG – John Rose  
Charters School and Leisure – Cllr Buxton  
Holy Trinity School – Cllr Buxton

**8 / 23            To accept the Governing Documents and Policies of Council**

The Chairman asked for any questions on the council governing documents, with non-forthcoming, the Chairman moved the motion to accept:

**RESOLVED:**      Unanimously that these policies as listed were approved for the council year 2023 2024.

**9 / 23            To approve the council meetings and committee dates for 2023 2024.**

The council received the dates for the council and committee meetings for 2023 2024.

**RESOLVED:**      to accept the dates of the meetings

The Chairman closed the meeting at 7:55pm.

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_