



## Complaints & Appeals Committee

**MINUTES** of the meeting of the Complaints & Appeals Committee for Edgmond Parish Council which took place on Monday, 30<sup>th</sup> July 2018 at 7pm in Edgmond Village Hall.

**PRESENT:** Councillor C Edwards  
Councillor R Higginson (representing Cllr G Jones)

**CA18.19.001 Welcome**

The Clerk welcomed Members to the first meeting of the Committee.

**CA18.19.002 Election of Chairman**

It was proposed by Councillor Edwards and seconded by Councillor Higginson that Councillor G Jones be elected as Chairman for 2018/19.

**CA18.19.003 Declaration of Acceptance of Office**

This will be added to the next appropriate agenda.

**CA18.19.004 Apologies**

Councillor G Jones	Holiday
Councillor A Wilson	Arrived at CA18.19.005

**CA18.19.005 Election of Vice Chairman**

It was proposed by Councillor R Higginson and seconded by Councillor A Wilson that Councillor C Edwards be elected as Vice Chairman of the Complaints & Appeals Committee for 2018/19. All were in favour and thus it was

**RESOLVED that Cllr Edwards be Vice Chairman of the Complaints & Appeals Committee.**

Councillor C Edwards read and signed her Declaration of Acceptance of Office, this was witnessed by the Clerk as the Proper Officer of the Council.

**CA18.19.006 Terms of Reference**

It was proposed by Councillor R Higginson and seconded by Councillor C Edwards that the Terms of Reference be re-affirmed until May 2019.

**CA18.19.007 Complaints Policy and Procedure**

Members confirmed the complaints policy and procedure to be effective until May 2019.

**CA18.19.008 Any other matters**

None