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## Hollinswood and Randlay Parish Council

Chairman of the Committee: Councillor Harvey Unwin

Clerk: Katrina Baker MBE

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### APPEALS & COMPLAINTS COMMITTEE

**MINUTES** of the meeting held at Hollinswood Neighbourhood Centre on Monday, 17<sup>th</sup> June 2019 at 7pm immediately before Full Council.

**PRESENT:** Councillor C Turley  
Councillor H Unwin  
Councillor S Vaughan-Hodkinson

**In Attendance:** Katrina Baker, Clerk

#### **CA2019/009 WELCOME**

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

#### **CA2019/010 ELECTION OF CHAIRMAN**

It was proposed by Councillor C Turley and seconded by Councillor S Vaughan-Hodkinson that Councillor H Unwin be elected as Chairman for 2019/20. All were in favour and thus it was

**RESOLVED that Councillor H Unwin be elected as Chairman for 2019/20.**

#### **CA2019/011 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor H Unwin thanked the Members for their support.  
Councillor Turley read and signed the Declaration of Acceptance of Office which was witnessed by the Proper Officer of the Council.

#### **CA2019/012 ELECTION OF VICE CHAIRMAN**

It was proposed by Councillor C Turley and seconded by Councillor H Unwin that Councillor S Vaughan-Hodkinson be elected as Vice Chairman for 2019/20. All were in favour and thus is was

**RESOLVED that Councillor C Turley be elected as Vice Chairman.**

#### **CA2019/013 DECLARATION OF ACCEPTANCE OF OFFICE**

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

#### **CA2019/014 APOLOGIES**

None

#### **ABSENT**

Cllr G Sinclair

#### **CT2019/015 DECLARATIONS OF INTEREST**

None

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**CA2019/016 TERMS OF REFERENCE**

It was proposed by Councillor H Unwin and seconded by Councillor C Turley that the Terms of Reference, as circulated with two additional sentences for clarification, be adopted for 2019/23.

The Complaint's Policy and Procedure was ratified and a copy will be available on the Council website.

**CA2019/017 ANY OTHER BUSINESS**

None

**CA2019/018 DATE OF THE NEXT MEETING**

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

Signed ..... Date .....