

**Minutes** of the Annual Meeting of Chalford Parish Council held on  
Thursday, 4 May 2023 at the Parish Centre, Gerald's Way, Chalford at  
7.00 p.m. in accordance with notice given.

**In the Chair:** Councillor Trinder

**Present:** Councillors Beioley, Mayo, Morris-Wyatt, Oakley, Pearson, Roberts,  
Samaroo, D Taylor, Lee, L Taylor, Wood

**In Attendance:** The Clerk

Prior to the start of the meeting, Cllr Lilly handed over to Cllr Samaroo as she had requested to say a few words to clarify the vote for Vice Chair at last years' meeting. Last year Cllr Samaroo was proposed for Vice Chair unexpectedly. Cllr Samaroo explained that she devotes a lot of time to council work and felt that she would like to be considered for Vice Chair this year. However, Cllr Samaroo was aware that Cllr Pearson wanted to stand again so decided not to put herself forward. Cllr Samaroo thanked those that were prepared to support her.

**AMC1.5.23 APOLOGIES - None**

**AMC2.5.23 ELECTION OF CHAIR**

Cllr Lilly formally resigned from his position as Chair and from The Council. Cllr Lee proposed Cllr Trinder as Chair and Cllr Pearson seconded. There were 11 votes in favour and one objection. There were no other nominations. Cllr Lilly left the meeting at 7.07pm

**AMC3.5.23 ELECTION OF VICE CHAIR**

Cllr Beioley proposed Cllr Pearson as Vice Chair and Cllr Roberts seconded. A vote realised 9 in favour, there were three abstentions.

**AMC4.5.23 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Trinder signed the Declaration of Acceptance of Office, and the Clerk countersigned it. Cllr Trinder thanked all Councillors and the new Clerk for their support, and expressed her intentions to continue the good work of The Council.

**AGM5.5.23 MINUTES OF THE 2022 AMC**

The Minutes of 5 May 2022 were proposed for acceptance by Cllr Samaroo and seconded by Cllr Wood. There were three abstentions.

**AMC6.5.23 MATTERS ARISING - None**

**AMC7.5.23 REGISTER OF MEMBER'S INTERESTS**

There were no changes to the register.

**AMC8.5.23 ELECTION OF COMMITTEE MEMBERS**

The following was agreed:

Works:	Cllrs Oakley, Mayo, Samaroo, D Taylor, L Taylor, Wood.
Finance and Management:	Cllrs Beioley, Morris-Wyatt, Oakley, Roberts, Trinder, Wood
Plans Assessment:	Cllrs Beioley, Lee, Morris-Wyatt, Pearson, L Taylor, Trinder

Cllr Trinder proposed, "**committee membership is agreed as above.**". This was seconded by Cllr Oakley and unanimously agreed.

#### **AMC9.5.23 FRITH YOUTH CENTRE**

The Councillors representing the Council as Trustees are Cllrs Beioley, Oakley, Pearson, Roberts, D Taylor, L Taylor, Wood. Cllr Roberts is also a member of the Management Committee.

#### **AMC10.5.23 WORKING GROUPS/REPRESENTATIVES**

The working groups/representatives are agreed as per the attached.

#### **AMC11.5.23 TERMS OF REFERENCE**

All committees to carry out a review of their Terms of Reference at their first meeting. **ACTION: Clerk/Deputy Clerk**

#### **AMC12.5.23 STANDING ORDERS/FINANCIAL INSTRUCTIONS/OTHER POLICIES/PROCEDURES**

A review of all policies to be delegated to the Finance and Management Committee. Cllr Trinder explained that F&M have already started a review of policies and procedures, specifically The Council's HR policy.

A review of the insurance cover will be taken in June/July to meet a renewal date of end of July.

**ACTION: F&M**

#### **AMC14.5.23 LAND INVENTORY**

A record of our land will be maintained using the land maintenance chart. **ACTION: Clerk**

There being no further business, the Chair closed the meeting at 7.14pm