

**Minutes** of the Annual Meeting of Chalford Parish Council held on Wednesday 20th May 2026 at The Frith Youth Centre at 6.00 pm. in accordance with notice given.

**In the Chair:** Councillor Morris-Wyatt

**Present:** Councillors Gardiner, Golding, Humberstone, Pearson, Shepherd,  
L Taylor, Woodfine

**In Attendance:** The Clerk

**AMC 1.5.26 APOLOGIES-** Cllrs Oakley, D Taylor, Roberts, Samaroo

The Clerk had advised members that a Councillor was currently in hospital; Cllr Morris-Wyatt noted this at the meeting. Everyone expressed their sadness on hearing the news and asked for their best wishes to be recorded, wishing them a speedy recovery.

**AMC 2.5.26 ELECTION OF CHAIR**

Cllr Woodfine proposed Cllr Morris-Wyatt as Chair, this was seconded by Cllr Pearson and unanimously agreed. There were no other nominations.

**AMC 3.5.26 ELECTION OF VICE CHAIR**

Cllr Pearson proposed Cllr Humberstone as Vice Chair, this was seconded by Golding and unanimously agreed. There were no other nominations.

**AMC 4.5.26 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Morris-Wyatt signed the Declaration of Acceptance of Office, and the Clerk countersigned it.

The Clerk noted that the Minutes of 8<sup>th</sup> May 2025 were approved at the 5<sup>th</sup> June 2025 Full Council meeting. Minute copied below.

**5.06.25 MINUTES OF THE ANNUAL MEETING OF THE COUNCIL –** Cllr Samaroo proposed “**acceptance of the Annual Meeting of the Council 8<sup>th</sup> May 2025 minutes**” This was seconded by Cllr Humberstone. There were three abstentions.

**AMC 5.5.26 CLERK’S REPORT** - There were no questions.

**AMC 6.5.26 REGISTER OF MEMBER’S INTERESTS** - Cllr Pearson updated his register of interest form to reflect becoming a member of the Thomas Keble Academy Trust. There were no other changes.

**AMC 7.5.26 ELECTION OF COMMITTEE MEMBERS**

The following was agreed:

Works:	Cllrs Gardiner, Golding, Humberstone, Oakley, Samaroo, D Taylor, L Taylor, Wilson, Woodfine
Finance & Management:	Cllrs Gardiner, Morris-Wyatt, Oakley, Roberts, Shepherd, Woodfine
Plans Assessment:	Cllrs Morris-Wyatt, Pearson, Shepherd, L Taylor, Wilson

The Clerk noted that a review of Committee membership had recently been carried out recently, but that The Plans Assessment Committee (PAC) were low on members. Both Cllr Shepherd and Wilson agreed to join the PAC Committee, Cllr Humberstone will attend tomorrow's PAC meeting and will then leave this Committee. Cllr Shepherd has joined the Finance and Management Committee and Cllr Wilson has joined the Works Committee. There were no other changes.

Cllr Woodfine proposed "**Committee membership is agreed as above**" This was seconded by Cllr Shepherd and unanimously agreed. **ACTION: Clerk**

#### **AMC 8.5.26 WORKING GROUPS REPRESENTATIVES**

There were no further changes following the recent review. Cllr Woodfine proposed "**working group membership be accepted**" This was seconded by Cllr Shepherd and unanimously agreed. **ACTION: Clerk**

#### **AMC 9.5.26 TERMS OF REFERENCE**

Cllr Humberstone proposed "**all Committees should carry out a review of their Terms of Reference at their next meeting**" This was seconded by Cllr Golding and unanimously agreed. **ACTION: Clerk/Deputy Clerk/Assistant Clerk**

#### **AMC 10.5.26 STANDING ORDERS/FINANCIAL REGULATIONS/POLICIES/PROCEDURES**

Cllr Woodfine proposed "**a review of standing orders and financial regulations to be delegated to the Finance and Management Committee**" This was seconded by Cllr Humberstone and unanimously agreed. **ACTION: Clerk/Deputy Clerk**

**AMC 11.5.26 ASSET REGISTER** – Cllr Golding proposed "**a review of the Asset Register to be delegated to the Finance and Management Committee**" This was seconded by Cllr Gardiner and unanimously agreed. **ACTION: Clerk/Deputy Clerk**

#### **AMC 12.5.26 GENERAL MATTERS**

Cllr Morris-Wyatt advised that there was not yet an update regarding the Valley Playing Field although this has been chased an update is not expected for another few weeks. He noted that the playing field had been used over the Early May Bank Holiday weekend, and that patches of grass had been mown/cut and the padlock damaged, which the Groundsman has since replaced. Members agreed that a communication should be issued to inform members of the public that the Council is still awaiting the results.

There being no further business, the Chair closed the meeting at 6.11pm.

DRAFT