

Annual Meeting held on Monday 13th May 2024 in Charvil Village Hall at 8pm

Present

Pat Sutlieff, Rob Jones, Jane Hartley, Matt Walker, Lee Cripps, Richard Bennett, Katrin Harding, and Stephen Lucas. Borough Councillor Wayne Smith and the Amenities Manager and Media Assistant also attended

Apologies for absence Isabelle Bray and Narinder Ryatt

Absent

24/8313 Election of the Chairman of Council:

Councillor Sutlieff opened the meeting and opened the election for the position of Chair. Councillor Sutlieff proposed Councillor Jones and was seconded by Councillor Lucas.

Councillor Jones was elected as Chair of Council unopposed.

Election of Vice-Chairman of Council:

Councillor Lucas was proposed by Councillor Walker and seconded by Councillor Jones

Councillor Lucas was elected as Vice Chairman of Council unopposed.

All Councillors signed the Acceptance of Declarations of Office.

24/8314 COMMITTEES

The following were unanimously elected unopposed

Committee Chairmen

Planning, Environment & Highways - Councillor Cripps was proposed by Councillor Walker and seconded by Councillor Jones. **Councillor Cripps was elected as Chairman of Planning, Environment and Highways**

Amenities - Councillor Walker was proposed by Councillor Hartley and seconded by Councillor Jones. **Councillor Walker was elected as Chairman of Amenities**

Staffing Committee- Councillor Bray was proposed by Councillor Sutlieff and seconded by Councillor Lucas. **Councillor Bray was re-elected as Chairman of the Staffing Committee**

Finance - Councillor Walker proposed Councillor Lucas and Councillor Jones seconded him. **Councillor Lucas was elected as Chairman of Finance**

Complaints – Councillor Sutlieff was proposed by Councillor Hartley and was seconded by Councillor Jones. **Councillor Sutlieff was elected as Chair of the Complaints Committee**

Emergency – Councillor Jones was proposed by Councillor Hartley and seconded by Councillor Lucas. **Councillor Jones was elected as Chair of the Emergency Committee.**

Council Vice Chair Positions

Planning, Environment and Highways – Councillor Harding was proposed by Councillor Hartley and seconded by Councillor Lucas. **Councillor Harding was elected unopposed as the Vice Chair of Planning, Environment and Highways**

Amenities – Councillor Sutlieff proposed Councillor Hartley and Councillor Jones seconded her. **Councillor Hartley was elected unopposed as Vice Chair of Amenities**

Staffing – Councillor Lucas was proposed by Councillor Harding and seconded by Councillor Hartley. **Councillor Lucas was elected unopposed as Vice Chair of Staffing**

Finance – Councillor Walker was proposed by Councillor Sutlieff and seconded by Councillor Jones. **Councillor Walker was elected unopposed as Vice Chair of Finance**

Complaints – Councillor Bennett was proposed by Councillor Sutlieff and seconded by Councillor Hartley. **Councillor Bennett was elected unopposed as Vice Chair of Complaints**

Emergency – Councillor Lucas was proposed by Councillor Jones and seconded by Councillor Cripps. **Councillor Lucas was elected unopposed for Vice Chair of Emergencies**

Election of Members of Committees

ELECTION OF COUNCILLOR MEMBERS TO THE PLANNING, ENVIRONMENT AND HIGHWAYS COMMITTEE – Councillors Cripps, Harding, Sutlieff, Ryatt and Rob Jones were duly elected

ELECTION OF COUNCILLOR MEMBERS TO THE AMENITIES COMMITTEE

In addition to The Chairman (Councillor Jones), the Chair of Amenities (Councillor Walker), Councillors Hartley, Bray, Bennett and Sutlieff were unanimously elected as members of the Amenities Committee.

ELECTION OF COUNCIL MEMBERS TO THE STAFFING COMMITTEE Councillors Bray, Lucas, Bennett, and Walker were elected as members with the Chairman holding a watching brief

ELECTION OF COUNCIL MEMBERS TO THE FINANCE COMMITTEE the Chairman and Councillors Lucas, Walker, Bray, and Cripps were duly elected

ELECTION OF COUNCILLOR MEMBERS TO THE COMPLAINTS COMMITTEE – Councillors Hartley, Sutlieff, Jones, Harding, Lucas, Bray, Ryatt, Bennett, Cripps, and Walker were duly elected.

ELECTION OF COUNCILLOR MEMBERS TO THE EMERGENCY COMMITTEE – Councillors Jones, Lucas, Cripps, Walker, Bray, Hartley, Sutlieff, Bennett, Harding, and Ryatt were duly elected

ELECTION OF LEAD MEMBERS BY TOPIC

Planning – Councillor Ryatt

Environment – Councillor Harding

Highways – Councillor Sutlieff

Village Hall – Councillor Hartley

East Park Farm – Councillor Sutlieff

St Patrick's Recreation Ground – Councillor Jones

Website/Social Media – Councillor Bray

24/8315 APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS

Wokingham Borough Liaison/ Parish Conference – Councillor Lucas, Deputy – Councillor Hartley

Northern Parishes Communication Group – Councillor Jones

WDALC/BALC – Councillor Hartley

Almshouse Trustee – Brian David

Sonning Education and Welfare Trust- Mrs Hilary Jones

Poor’s Land Charity Trustee – Mrs Lauren McCann

Website Administrator – Clerk

Data Protection Officer – Andrew Moulton at WBC

24/8316 Review of Standing Orders

It was resolved to amend the Standing Orders to reflect how the Council elects committees, and to reflect how planning comments are stored. It was agreed that Councillor Sutlieff would change he/him to they/them.

24/8317 Review of Risk Management, Financial Regulations, and other policies

The Finance Committee reviewed the Risk Management Policy and the Financial Regulations, and their recommendations were accepted. After the Finance Committee met, new Financial Regulations were received, and these were approved by the Council. In the review of the other documents, Councillors were happy that most other documents were still valid subject to some minor changes (e.g., changes of address). This was agreed to by other members. The exceptions were the Complaints Policy, which needed minor amendments, policies where the Information commissioner’s Office details needed amending, and closing dates for the Grants Policy to be included. There were also a minor amendment to the Policy for management of the facilities at a discounted rate and the policy for the management of the facilities for hire, and some typos in the Policy for Use of Inflatables and Soft Play Equipment.

24/8318 Review of Terms of Reference

There was an error in the Planning, Environment and Highways Policy regarding the number of members, and it was resolved to correct this. It was resolved that the rest did not need amendment, which was passed unanimously.

24/8319 To decide whether the Council qualifies for the adoption of the general Power of Competence, and if it does, to decide whether to adopt it

It was resolved that the Council does qualify, and that it does wish to adopt it.

24/8320 To note that all Councillors qualify for the Councillor Allowance, and that if they wish to take this up, they need to notify the clerk with relevant details as soon as possible.

This was noted.

The Annual Meeting closed at 8-37pm.

.....*Signature*
Signed on 17 June 2024 Chairman of the Council