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| Minutes<br>approved on: |  |
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## **DRAFT**

# **Minutes of the annual meeting of Shinfield Parish Council held on Thursday 16 May 2019 at Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs E Brown, I Clarke, A Grimes (Ch from item 19/02), D Lias, I Montgomery, D Peer, P Jahromi  
Attending: M Balbini (Clerk), J Skidmore (Committee Secretary) and 3 residents.

Cllr. Grimes stated that as he had been nominated for the post of Chair, the Clerk would Chair the meeting until the formal election of the Chair was complete.

## **19/01 Election of Chair**

Cllr. Grimes was nominated by Cllr. Lias and seconded by Cllr Montgomery.  
Cllr. Jahromi nominated himself and was seconded by Cllr. Grimes.

A confidential vote took place and Cllr. Grimes was duly elected as Chair for the 2019/20 civic year.

Cllr. Grimes signed an acceptance of office form.

## **19/02 Appointment of Vice-Chairman**

It was proposed by Cllr. Lias, seconded by Cllr. Peer and agreed unanimously that the standing orders be amended to allow the appointment of two vice-chairs to help manage the significant workload of the Chair.

It was proposed by Cllr Lias and seconded by Cllr Montgomery and agreed unanimously that the wording of section 2g of the standing orders be changed to read:

'The position of Vice-Chair can be allocated to two persons. The vice chairs shall cover separately the administration of the parish Council and the operations of the parish council.'

Cllr. James was nominated by Cllr. Clarke seconded by Cllr Peer and Cllr. Lias was nominated by Cllr. Montgomery and seconded by Cllr. Grimes and both were duly appointed as Vice Chair for the 2019/20 civic year.

Cllr. Lias signed an acceptance of office form. It was noted that Cllr. James would need to sign the form when next in the office.

## **19/03 Councillor Co-option**

There were no nominations for co-option.

- 19/04      **Apologies and declarations of members' interests**
- 4.1      Apologies were received and accepted from Cllr. Hughes, Boyer, James and Emmment.
- 4.2      There were no declarations of interest, or changes to the register of members' interests
- 19/05      **Minutes of the Previous Meeting 21<sup>st</sup> May 2018.**
- 5.1 The minutes of the Annual Council Meeting held on 21 May 2019 were **APPROVED** as below:
- Proposed: Cllr. Lias      Seconded: Cllr. Brown      Approved Unanimously
- It was confirmed that SPC would not hold the general power of competence until the Clerk became CiLCA qualified.
- 19/06      **Public Questions**  
There were no public questions.
- 19/07      **Reports**
- 7.1      **Chairman's Annual Report**  
Cllr. Grimes noted the statement supplied by Cllr Hughes who had chosen to stand down as Chair summarising activities during the last year.
- The annual report was **APPROVED**
- 7.2      **The Godson Charity Report**  
The Clerk reported that the charity had not submitted an annual report.
- 18/08      **Committee Appointments 2019/20**
- 8.1      A discussion took place about the ability of Council to resource the number of committees currently in place given the reduced number of Councillors. The Clerk noted the need to consider the aims of the committees when considering membership and Cllr. Grimes added that he was seeking members with appropriate skills. The Clerk confirmed that most councillors had expressed a preference for which committees they would like to sit on.
- 8.2      It was **AGREED** that the Communications and Policies committee would be merged with the Finance and General-Purpose committee.
- 8.3      It was **AGREED** that the Community Services committee would be merged with the Recreation and Amenities committee.
- 8.4      It was **AGREED** that membership of the committees would be decided outside of this meeting after further consideration had been given to the structure of committees.
- 19/09      **Committee Chair and Vice-Chair Appointments**
- 9.1      It was **AGREED** that this item be deferred until the first meeting in the new civic year of each committee when a chair and vice-chair would be elected.
- 19/10      **Appointments to outside bodies 2018/19**

10.1 It was **AGREED** that appointments to outside bodies would remain the same except for:

10.1.1 Cllr. Grimes to replace Cllr. Lias as the deputy for Cllr. Peer in respect of the Borough Liaison forum. Cllr. Peer confirmed that she would send the Clerk dates of the meetings to ensure that they did not clash with the Council meetings.

10.1.2 Cllr. Brown to replace Cllr. Peer as the appointment to the Spencers Wood Village Hall committee.

10.1.3 Red Kite operational board to be added to the list with Cllr. Brown acting as the SPC representative.

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| Aborfield, Barkham, Shinfield and Swallowfield Parishes Community Forum (formerly Neighbourhood Action Group) | Cllr. Peer                                        |
| AWE Liaison Committee                                                                                         | Cllr. Montgomery                                  |
| Berkshire Association of Local Councils (BALC)                                                                | Cllr. Peer                                        |
| Godson Charity                                                                                                | Chris Young                                       |
| Grazeley Village Hall Management Committee                                                                    | Cllr. Lias                                        |
| Red Kite Operational Board                                                                                    | Cllr. Brown                                       |
| Rural Crime Action Group                                                                                      | Cllr. Emmment                                     |
| Shinfield Association                                                                                         | Cllr. Clarke or Cllr. James                       |
| Shinfield Community centre steering group                                                                     | Cllr. Peer, Cllr. Grimes, Cllr. Lias, Cllr. Boyer |
| Shinfield North Community Flat                                                                                | Cllr. Montgomery                                  |
| Shinfield Volunteer Group                                                                                     | Cllr. Brown                                       |
| Shinfield United Charities                                                                                    | Cllr Montgomery, Cllr. Jahromi                    |
| Spencers Wood Village Hall Committee                                                                          | Cllr. Brown                                       |
| Spencers Wood Pavilion Youth Club                                                                             | Cllr. Montgomery                                  |
| Borough/Parish liaison forum                                                                                  | Cllr. Peer and Cllr. Grimes                       |
| Wokingham District Association of Local Councils (WDALC)                                                      | Cllr. Peer                                        |
| Wokingham Veteran Tree Association                                                                            | Elaine Butler                                     |

#### **19/11 Schedule of subscriptions to be paid for 2019/20**

11.1 The schedule of subscriptions to be paid for 2019/20 was received and **ACCEPTED** as below:

Proposed: Cllr Montgomery      Seconded: Cllr. Lias      Unanimously Approved

#### **19/12 Deeds and trust investments in the custody of the Council**

12.1 Cllr. Grimes reminded Council that should they wish to inspect deeds and trust investments in the custody of the Council they should approach the Clerk in the first instance.

*The meeting ended at 20:10hrs*