

## Minutes of the Annual Meeting of Sonning Common Parish Council held on Monday 20May 2013 at 19.30 hrs in the Village Hall.

Present: Mr Kedge (Chairman); Mr Stoves; Mrs Diwell; Mr Greenwood; Miss Hunt; Mrs Lewis; Ms Noble; Mrs Phillips-Tilbury; and Mr Rawlins.

- AMPC13.1 A motion to elect Mr Douglas Kedge as the Chairman of the Council was proposed by Mr Stoves and seconded by Mrs Phillips-Tilbury. There being no other nominations the motion was passed unanimously and Mr Kedge signed the Declaration of Acceptance of Office.
- AMPC13.2 A motion to elect Mr John Stoves as the Vice Chairman of the Council was proposed by Mr Kedge and seconded by Mr Greenwood. There being no other nominations the motion was passed unanimously and Mr Stoves signed the Declaration of Acceptance of Office.
- AMPC13.3 Apologies for absence: Mr Reynolds on vacation and Mr Fort delayed.
- AMPC13.4 Declarations of interest from Members: None.
- AMPC13.5 Public Participation: Two persons present but n comments or questions.
- AMPC13.6 Nomination and appointment of Councillors to:
- AMPC13.6.1 Finance Committee: There being no proposals for any changes in the membership it was proposed that the existing members: Mr Greenwood, Miss Hunt, Mr Jones, Mr Kedge, Mrs Phillips-Tilbury and Mr Stoves with Mrs Lewis as substitute be reappointed en bloc and this was approved unanimously.
- AMPC13.6.2 Planning Committee: Miss Hunt having asked to withdraw from this committee the Chairman asked if any other member wished to take her place. There being no takers, it was proposed that the existing members, Mr Greenwood, Mrs Lewis, Ms Noble, Mr Rawlins, Mr Reynolds, Mr Kedge (ex officio) and Mr Stoves (ex officio) be reappointed with Mr Stoves as well as Mr Kedge being a voting substitute if required. This was approved unanimously.
- AMPC13.7 Membership of sub-committees and working parties:
- AMPC13.7.1 Recreation (Skate Park) Working Party: Mrs Lewis, Mr Jones and Mr Kedge were reappointed unanimously with Mrs Phillips-Tilbury included as a new member.
- AMPC13.7.2 Neighbourhood Development Plan Working Party: Mr Greenwood, Mr Rawlins, Mr Reynolds and Mr Fort were unanimously reappointed.
- AMPC13.7.3 Widmore Pond Committee: Mrs Diwell and Mr Fort were unanimously reappointed.
- AMPC13.7.4 Footpaths Working Party: Ms Noble and Mr Stoves were unanimously reappointed.
- AMPC13.8 Councillors to represent the Parish Council on or to relevant external bodies: The following nominations were confirmed unanimously: Allotments Committee: Mr Stoves; Village Hall Management Committee: Mr Greenwood; S.C. Magazine Committee: Mrs Phillips-Tilbury; Club SC: Mr Reynolds; Sonning and District Welfare and Educational Trust: Mrs Diwell; Chiltern Edge Community Association: Miss Hunt; On Your Bike (Health Centre) Committee: Mr Fort. Regarding the Poor's Land Trust it was agreed to defer this matter to the next meeting of the Parish Council..
- AMPC13.9 The Standing Orders for Sonning Common Parish Council as adopted on 14 May 2012 were unanimously confirmed and adopted as appropriate.
- AMPC13.10 Policy documents:
- AMPC13.10.1: The Complaints Procedure set out in Appendix I hereto was approved unanimously.
- AMPC13.10.2: The Publication Scheme set out as amended in Appendix II hereto was approved unanimously.
- AMPC13.10.3: The proposed Press and Media Policy was passed back to the Parish Clerk for amendment and will be reconsidered at the meeting on 17 June.
- AMPC13.11 It was resolved that the next Annual Meeting will be on Monday 19 May 2014.
- This meeting closed at 19.55.

Chairman: .....

Dated: .....

**Appendix I**  
**Sonning Common Parish Council**  
**Code of Practice for Handling Complaints**

**Introduction**

1. Complaints about the proper officer of the Council (i.e. the Clerk) will be dealt with as an employment matter. The complainant to be assured that the matter will be dealt with internally as such and appropriate action taken as required.
2. Complaints regarding the conduct of a member of the Council must be submitted to:  
The Monitoring Officer South Oxfordshire District Council, Benson Lane, Crowmarsh Gifford, Wallingford , OX10 8HQ email: [monitoringofficer@southoxon.gov.uk](mailto:monitoringofficer@southoxon.gov.uk). If the complaint is relating to the Code of Conduct the complainant must state why he/she thinks the member of the Council has not followed the Code of Conduct.
3. This code of practice is therefore aimed at those situations where a complaint has been made about the administration of the Council or about its procedures. It is not really an appropriate forum for a complaint against individuals, as the provisions available above should cover these situations.
4. The Council views the adoption of this complaints procedure as an efficient way of dealing with complaints received and a means of preserving the good reputation of the Council through a transparent process.
5. The procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk or Chairman.
6. The Clerk will represent the position of the Council at the meeting of the full Council when the complaint is heard. If the Clerk puts forward the justification for the action or procedure complained of, he or she will not advise the Council.
7. At all times, the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

**The Code of Practice Process**

**Before the Meeting**

1. The complainant to be asked to put the complaint about the Council's procedures or administration in writing to the Clerk.
2. If the complainant does not wish to put the complaint to the Clerk, they may be advised to put it to the Chairman of the Council.
3. The Clerk shall acknowledge the receipt of the complaint and advise the complainant when the Council will consider the matter.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

**At the Meeting**

1. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
2. Chairman to introduce everyone.
3. Chairman to explain procedure.
4. Complainant (or representative) to outline grounds for complaint.
5. Members to ask any question of the complainant.
6. If relevant, Clerk to explain the Council's position.
7. Members to ask any question of the Clerk.
8. Clerk and complainant to be offered opportunity of last word (in this order).
9. Clerk and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
10. Clerk and complainant return to hear decision, or to be advised when decision will be made.

**After the Meeting**

1. Decision confirmed in writing within seven working days together with details of any action to be taken.

This Code of Practice for handling Complaints from members of the public and service users 2013-14 was approved by Sonning Common Parish Council on 20 May 2013.

Chairman: .....

**Appendix II**  
**Sonning Common Parish Council**  
**Publications Scheme - Information available from Sonning Common Parish Council**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Hard copy – contact Parish Clerk	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Parish Clerk	Free
Location of main Council office and accessibility details	Parish Office Village Hall, Wood Lane, Sonning Common RG4 9SL Phone 0118 972 3616 Mondays 09.30 - 12.30 and other times if staff present	Free
Staffing structure	Hard copy – contact Parish Clerk	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy – contact Parish Clerk	Free
Finalised budget	Hard copy – contact Parish Clerk	Free
Precept	Hard copy – contact Parish Clerk	Free
Financial Regulations	Website Hard copy – contact Parish Clerk	Free
Grants given and received	Hard copy – contact Parish Clerk	Free
<b>Class 3 – How we make decisions</b>		
Timetable of meetings Council, committee and Annual Parish Meetings	Website and Parish Notice Board Hard copy – contact Parish Clerk	Free
Agendas of Full Council and Annual Parish meetings	Website and Parish Notice Board Hard copy – contact Parish Clerk	Free
All other Agendas	Website Hard copy – contact Parish Clerk	Free
Minutes of meetings (excluding information that is properly regarded as private to the meeting.)	Website Hard copy – contact Parish Clerk	Free
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting.).	Hard copy – contact Parish Clerk	Free
Responses to consultation papers	Hard copy – contact Parish Clerk	Free
Responses to planning applications - Included in Planning Committee meeting minutes	Website Hard copy – contact Parish Clerk	Free
<b>Class 4 – Lists and Registers</b>		
Assets Register	Hard copy – contact Parish Clerk	Free
Disclosure log (indicates the information that has been provided in response to requests)	Hard copy – contact Parish Clerk	Free
Register of members' interests	Website Hard copy – contact Parish Clerk	Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures</li> </ul>	Website Hard copy – contact Parish Clerk	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equal Opportunity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> </ul>	Needed	Free

Information to be published	How the information can be obtained	Cost
Policies and procedures relating to information held by the Council <ul style="list-style-type: none"> <li>• Information Security Policy (i.e. states in writing how Council plans to protect its physical and information technology (IT) assets)</li> <li>• Records management policies process for (process for records retention, destruction and archive)</li> <li>• Data protection policies</li> </ul>	Contact Parish Clerk Registered with the information Commissioner for Data Protection More detail is Needed	Free
<b>Class 6 – The services we offer</b>		
Bus shelters, Benches, Dog bins, Street Cleaning, Grass cutting, Hedge cutting, Play Areas, Noticeboards etc.	Contact Parish Clerk	Free

**CONTACT DETAILS:**

Parish Clerk (Philip Collings)  
 Parish Office, Village Hall, Wood Lane, Sonning Common RG4 9SL  
 Phone 0118 972 3616  
 Mondays 09.30 - 12.30 and other times if staff present  
 Email [clerk@sonningcommonparishcouncil.org.uk](mailto:clerk@sonningcommonparishcouncil.org.uk)

**WEBSITE:**

[www.sonningcommonparishcouncil.org.uk](http://www.sonningcommonparishcouncil.org.uk)

**SCHEDULE OF CHARGES**

The Parish Council reserves the right to charge for photocopying, printing and postage. The requestor will be sent a fees notice and the information will be sent when payment is received.