



Chairman: Matt Walker

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Clerk to the Council
Miranda Parker
Charvil Village Hall
The Hawthorns
Charvil, Reading
Berks RG10 9TT

Annual Meeting held on Monday 19th May 2025 in Charvil Village Hall at 8pm

Present

Pat Sutlieff, Jane Hartley, Matt Walker, Lee Cripps, and Katrin Harding.

Apologies for absence Narinder Ryatt

Absent Stephen Lucas

25/8577 Election of the Chairman of Council:

In the absence of the previous Chair, the clerk started the meeting and opened the election for the position of Chair. Councillor Sutlieff proposed Councillor Walker and was seconded by Councillor Hartley. **Councillor Walker was elected as Chair of Council unopposed.**

Election of Vice-Chairman of Council:

Councillor Cripps was proposed by Councillor Walker and seconded by Councillor Hartley
Councillor Cripps was elected as Vice Chairman of Council unopposed.

The clerk will ask the new Chair and Vice Chair to sign the acceptance of office by the next meeting.

25/8578 COMMITTEES

The following were unanimously elected unopposed

Committee Chairmen

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

Amenities - Councillor Hartley was proposed by Councillor Sutlieff and seconded by Councillor Harding. **Councillor Hartley was elected as Chairman of Amenities**

Staffing Committee- This post was left vacant due to the number of Councillors present.

Finance - Councillor Walker proposed Councillor Harding and Councillor Hartley seconded her. **Councillor Harding was elected as Chairman of Finance**

Complaints – This was left vacant due to the number of Councillors present.

Emergency – This was left vacant due to the number of Councillors present.

Council Vice Chair Positions

None of the following positions were filled due to the lack of Councillors generally, and also the lack of Councillors present.

Planning, Environment and Highways

Amenities

Staffing

Finance

Complaints

Emergency

Election of Members of Committees

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

ELECTION OF COUNCILLOR MEMBERS TO THE AMENITIES COMMITTEE

In addition to The Chairman (Councillor Walker), the Chair of Amenities (Councillor Hartley), Councillor Sutlieff was unanimously elected as members of the Amenities Committee.

ELECTION OF COUNCIL MEMBERS TO THE STAFFING COMMITTEE - no members at this point

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

ELECTION OF COUNCILLOR MEMBERS TO THE COMPLAINTS COMMITTEE – All Councillors are part of this

ELECTION OF COUNCILLOR MEMBERS TO THE EMERGENCY COMMITTEE – All Councillors are part of this

ELECTION OF LEAD MEMBERS BY TOPIC

Planning – Councillor Ryatt

Environment – Councillor Harding

Highways –

Village Hall – Councillor Hartley

East Park Farm – Councillor Sutlieff

St Patrick's Recreation Ground –

Website/Social Media –

25/8579 APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS

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

Northern Parishes Communication Group – Councillor Walker

WDALC/BALC – Councillor Hartley

Almshouse Trustee – Brian David

Sonning Education and Welfare Trust- Mrs Hilary Jones (TBC)

Poor's Land Charity Trustee – Mrs Lauren McCann (TBC)

Website Administrator – Clerk

Data Protection Officer – Andrew Moulton at WBC

25/8580 Review of Standing Orders

It was resolved to amend the Standing Orders to reflect the new Procurement rules.

25/8581 Review of Risk Management, Financial Regulations, and other policies

The Finance Committee reviewed the Risk Management Policy and Financial Regulations, and their recommendations were accepted. In the review of the other documents, Councillors were happy that most other documents were still valid subject to some minor changes. This was agreed to by other members. The one policy that has been amended was the Communications Policy, which now includes some rules on using WhatsApp. It was

noted that the Council will need to check that this policy is in line with the new requirements on IT Policy which is covered in this document. There was also a mention that some policies could be consolidated.

25/8582 Review of Terms of Reference

The clerk had drawn up new Terms of Reference in line with the agreed changes to the Committee Structure but given the lack of Councillors and the misgivings expressed with these changes, it was agreed to defer the adoption of this new structure. Consequently, it was agreed that the changes made to the Amenities Terms of Reference for the Amenities part would be adopted, but the changes to the Planning Terms would not be. Environment would stay with planning but the proposed change to this section would be adopted in the Planning, Environment and Highways Terms of Reference.

25/8583 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.

25/8584 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 8-13pm.

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