Church &Chetwynd Aston Shadow Parish Council

MINUTES OF THE SHADOW COUNCIL MEETING HELD 28th September 2026

CHURCH & CHETWYND ASTON VILLAGE HALL – 7:30PM

MEMBERS PRESENT: Cllr L. Hardy (Chair), Cllr B. Page, Cllr V. Pollard, Cllr G. Toland, Cllr P. Evans, Cllr R. Wynn, Cllr G. Williams, Cllr B Richards, Cllr A. Stokes, Cllr J. Pay.

IN ATTENDANCE: O. Zbroszczyk, (CAWPC Clerk), Charlote Dade (CAPC Clerk)

ABSENT: Cllr B Knight

01.2026/27 Election of Chairman
Cllr Evans has been nominated to the position of the Chairman.
Proposed: Cllr Richards
Seconded: Cllr Pay
All in favour. Cllr Evans has been duly elected to the position of the Chairman for the municipal year 2026/27.

02.2026/27 Chairman's Declaration of Acceptance of Office.
Cllr Evans duly read out and signed the declaration of Acceptance of Office.

03.2026/27 Election of Vice Chairman
Cllr Wynn has been nominated to the position of the Vice Chairman.
Proposed: Cllr Richards
Seconded: Cllr Stokes
All in favour. Cllr Wynn has been duly elected to the position of the Vice Chairman for the municipal year 2026/27.

04.2026/27 Vice Chairman's Declaration of Acceptance of Office
Cllr Wynn duly read out and signed the Declaration of Acceptance of Office

05.2026/27 Apologies & Declaration of Interest

Apologies were received from:
Cllr S. Stacey
Cllr P. Sansom

No declarations of interest were received.

06.2026/27 Public session
As there was no public in attendance, the meeting continued.

07.2026/27 Terms of Reference

Members briefly discussed the Terms of Reference for the Shadow Parish Council and **RESOLVED** to adopt with a small adjustment to point 4. Administration, changing 'interim Clerk' to 'interim Clerks'.

08.2026/27 Standing Orders

Members discussed the Model Standing Orders and reviewed changes proposed by Cllr Evans. It was noted that point 20. is not clear and the clerks will seek clarification from SALC. Following further review it was **RESOLVED** that the standing order are adopted with the proposed changes and point b of section 20 taken out entirely.

09.2026/27 Working Group

Members discussed the establishment of an informal working group to undertake preparatory work for the establishment of the new Council in April, including governance, staffing, budget and other associated arrangements.

It was agreed that all Shadow Council Members participate in the working group, supported by agendas and relevant documentation prepared by the Clerks. The group would operate on an informal basis, with any proposals requiring formal consideration and ratification by the Shadow Council at its January and March meetings.

It was noted that smaller working groups could also be established where more focused consideration of specific matters was required.

It was agreed that the first working group meeting will take place on 26th October 2026.

10.2026/27 Clerking Arrangements

Members agreed that the Shadow Council clerking role would be shared by both Clerks, who will work collaboratively.

Both Clerks would act as points of contact, with all relevant information shared between them to ensure transparency and continuity.

11.2026/27 Meetings Schedule

26th October 2026 -	Working Group
23rd November 2026 -	Working Group
25th January 2027 -	Shadow Council meeting
8th March 2027 -	Shadow Council meeting

All meetings to be held at 7.30pm.

Chair closed the meeting at 8.40pm

These minutes are to be considered as a draft form until signed at the next appropriate meeting, the signed copy will be retained by the Shadow Council.

Signed:..... Dated:...../...../.....