



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

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Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

To all Parish Councillors, you are summoned to attend the ANNUAL PARISH COUNCIL MEETING of Cliffe and Cliffe Woods Parish Council to be held at 7:00pm on Thursday 11th May 2023, at the Emmanuel Centre, Parkside, Cliffe Woods.

AGENDA

1.0 Election of Chair for 2023/2024

The Parish Council Chair is elected annually at the Annual Parish Council Meeting, where his/her election is the first business on the Agenda. He/she holds office until his/her successor is elected. (LGA 1972)

All Parish Councillors are eligible to stand as Chair – please consider in advance of the meeting whether you would like to do so. (A vote will be taken if there is more than one candidate). (Acceptance of Office)

2.0 Apologies for Absence

3.0 Declarations of Interest

Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

A councillor, who declares a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent. Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.

4.0 Approval of Minutes of the Meeting held on 12/5/22

5.0 Matters Arising from Minutes of Meeting held on 12/5/22

6.0 Election of Vice Chair for 2023/2024

All Parish Councillors are eligible to stand as Vice Chair – please consider in advance of the meeting whether you would like to do so. (A vote will be taken if there is more than one candidate). (Acceptance of Office)

7.0 Confirmation of Committees for 2023/2024 (and Appointment of Members)

(The Chair is ex-officio on all committees). Please consider in advance of the meeting whether you would like to serve on any of these and in the case of 7.1 and 7.2, whether you would like to stand as Chair to be selected at first committee meeting.

7.1 Finance and General Purposes – recommended minimum 6 councillors

7.2 Quarter 1,2,3 Internal Review/Audit (Cllrs not on F&GP) – recommended 2 councillors

7.3 Planning – recommended minimum 6 councillors

7.4 Personnel Advisory Committee - minimum 3 councillors, 5 recommended

7.5 Allotment Committee - recommended minimum 2 councillors

7.6 Footpaths and Common Land - minimum 3 councillors and other non-councillors as required by the committee

7.7 Cliffe Village Fayre Committee – 2 councillors, others including non-councillors, on request by the committee

7.8 Health and Safety Advisor to the Parish Council

8.0 Election of Representatives on Outside Bodies for 2023/2024

8.1 Medway Council Rural Liaison Committee – 1 representative (+ substitute)

8.2 Kent Association of Parish Councils (KALC) Medway Area Committee – 2 representatives

8.3 Police Liaison/PACT – 2 representatives (+ substitute)

8.4 Cliffe Memorial Hall Liaison – up to 2 representatives

8.5 Cliffe Woods Community Association Liaison – 1 representative

8.6 Brett's Liaison – interested councillors and non-councillors

8.7 Patient Participation Group – 2 representatives

Current Committees & Members

Finance & General Purposes

Chair Robert Wyatt

Joan Darwell, Barry Dibble, Sandra Fenney, Ken Kentell, Ray Letheren, Vivienne Walton
Assistant Clerk/RFO and Clerk/PO both attend

Quarter 1,2 & 3 Internal Review/Audit (Councillors not on F&GP)

Annette Cooper, Sue McDermid

Planning Committee

Chair Fred Harper

Annette Cooper, Chris Fribbins, Ken Kentell, Sue McDermid, Peter Moore, Jim Wenban

Personnel Committee

Sandra Fenney, Vivienne Walton, Robert Wyatt

Allotments

Peter Clements, Ray Letheren, Robert Wyatt

Footpaths and Common Land

Annette Cooper

Cliffe Village Fayre Advisory Committee

Joan Darwell

Health and Safety Councillor (review and advise of risk assessment and procedure)

None

Representatives on Outside Bodies Representing the Parish

Medway Council Rural Liaison Committee

Robert Wyatt

KALC and Medway Area Committee

Fred Harper, Sue McDermid

Police Liaison/PACT

Robert Wyatt

Cliffe Memorial Hall Liaison

Joan Darwell, Sandra Fenney

Cliffe Woods Community Association Liaison

Vivienne Walton

Sandra Fenney, Chris Fribbins, Sue McDermid are also Management Trustees

Cliffe & Cliffe Woods Community Trust (non-councillors can also be appointed)

Chris Fribbins, Ken Kentell

Brett's Liaison Group

Joan Darwell, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid, Jm Wenban

Patient Participation Group

Sandra Fenney, Sue McDermid