



Cliffe and Cliffe Woods Parish Council

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

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Clerk/PO Mrs Alex Jack and RFO Mrs Helen Symmons

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 15th May 2025, at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX

AGENDA

1.0 Election of Chair for 2025/2026

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 Election of Vice Chair for 2025/2026

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)

3.0 Apologies for Absence

4.0 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.

5.0 Approval of Minutes of Meeting held on 16/5/2024

6.0 Matters Arising from Minutes of Meeting on 16/5/2024

7.0 Confirmation of Committees for 2025/2026 (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 Planning – recommended minimum 6 councillors

7.3 Personnel Panel – recommended minimum 3 councillors

7.4 Allotment Committee - recommended minimum 2 councillors

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

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

7.7 Website and Social/Digital Media – minimum 1 councillor

7.8 Health and Safety Advisor to the Parish Council – minimum 1 councillor

8.0 Agreement of updated Standing Orders and Financial Regulations

9.0 Election of Representatives on Outside Bodies for 2025/2026

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

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

9.3 Cliffe Memorial Hall Liaison – up to 2 representatives

9.4 Cliffe Woods Community Association Liaison – 1 representative

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

9.6 Patient Participation Group – 2 representatives

- 10 **Confirmation of arrangements for insurance cover in respect of all insurable risks**
- 11 **Agreement of the Council's and/or staff subscriptions to other bodies**
- 12 **Agreement of updated Council's Procedures/Policies**
 - 12.1 Complaints Procedure
 - 12.2 Freedom of Information Procedure
 - 12.3 Data Protection Policy
 - 12.4 Social Media Policy
- 13 **Confirmation of the date, time and venue of ordinary meetings of the Council up to and including the next annual meeting of the Council**

Alex Jack, Clerk/PO
8/5/2025

Current Committees & Members

Finance & General Purposes

Chair Robert Wyatt

Joan Darwell, Barry Dibble, Sandra Fenney, Ken Kentell (Vice Chair), Ray Letheren, Jim Wenban
Clerks attend

Planning

Chair Chris Fribbins

Fred Harper, Ken Kentell, Sue McDermid, Jim Wenban

Personnel Committee

Sandra Fenney, Vivienne Walton, Robert Wyatt

Allotments

Peter Clements, Robert Wyatt

Footpaths and Common Land

Robert Wyatt

Cliffe Village Fayre Advisory Committee

Joan Darwell

Website and Digital/Social Media

David Bishop

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

Cliffe Memorial Hall Liaison

Joan Darwell

Cliffe Woods Community Association Liaison

Vivienne Walton

Chris Fribbins is a Management Trustee

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

David Bishop, Chris Fribbins, Ken Kentell, Vivienne Walton

Brett's Liaison Group

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

Patient Participation Group

Sandra Fenney, Sue McDermid