



## CLIFFE AND CLIFFE WOODS PARISH COUNCIL

Minutes of Extraordinary Meeting held at the  
Emmanuel Centre, Cliffe Woods  
On Thursday 6 April 2017

**PRESENT:** Cllrs Sue McDermid-Chair, Lynne Bush Vice-chair, Gary Clark (GC), Faith Eyers (FE), Sandra Fenney (SF), Fred Harper (FH), Ron Naughton-Dean (RND), Ray Letheren (RL), Gill Moore (GM), Joan Darwell (JD)

Parish Clerks Chris Fribbins (PO), Mrs Sue Hibbert (RFO)

The meeting opened at 7.00 pm.

NO		ITEM
1.0	162.0	<b>APOLOGIES FOR ABSENCE</b> Jim Wenban - work, Peter Clements – family commitments, Phillip Stanley – unwell, Derek Graves ACCEPTED
2.0	163.0	<b>DECLARATIONS OF INTEREST - None</b>
3.0	164.0	<b>YOUTH CLUB COMMITTEE (CLIFFE WOODS)–APPOINTMENT OF YOUTH WORKER</b> The council delegated the process of identifying a youth worker to assist in the running of both the Cliffe and Cliffe Woods Youth Clubs, appointment to be agreed by the Parish Council (June 2016 Minute 21.9 refers). Three people interested in the post had attended Cliffe Woods Youth Club evenings. The committee now recommend the appointment of Andrew Norton, his personal statement has been circulated. An employment contract is to be drawn up–the pay rate to be reported verbally. The Cliffe Youth Club has closed until more adult helpers are identified so the hours will only cover the Cliffe Woods, further discussion will be required if it does re-open. Recommended that the Parish Council agree the appointment of Andrew Norton as a Youth Worker (w.e.f. 1/5/2017) – reporting to the Youth Committee. <b>Appointment of Andrew Norton for 2 hours per week (not 3) as and when required proposed Cllr Naughton-Dean, seconded Cllr Bush - AGREED.</b>
4.0	165.0	<b>CARETAKER RESIGNATION AND FUTURE COVER</b> The February Finance and General Purposes reported an approach from the Caretaker to review his hours from the 1st April (Council Minute February 139.14 refers). The Chair/Vice Chair and Clerk (RFO) were delegated the responsibility to investigate options. The advice of Kent Association of Local Councils (KALC) was sought and meetings held with Dave Clark and Michael Johnson. Dave Clark has since given notice of resignation w.e.f 18/4/2017 The Chair, Vice Chair & Clerk (RFO) have agreed temporary arrangements with Michael Johnson. The council is asked to note this. Approval is sought to delegate authority to the Chair/Vice Chair/Clerk(RFO) to advertise, shortlist and interview as required for the position – the final appointment/arrangements to be confirmed by the Council. <b>Delegation of authority to Chair/Vice Chair/Clerk (RFO) AGREED. Proposed Cllr Letheren, seconded Cllr Fenney</b>
5.0	166.0	<b>NHP FUNDING</b> The Clerk PO reports that notice has been given that the Locality NHP Grant is time limited and ran to 31st March 2017. Any unspent funds will need to be returned. The Clerk(PO) will produce an end of project report as requested. The Clerk (RFO) will produce a financial statement, and arrange the repayment of unspent funds. A further grant request for the next six months will be raised by the Clerk (PO). (Locality funds

Cliffe and Cliffe Woods Parish Council  
Minutes of Extraordinary Meeting 06/04/17

		<p>run to 31/3/2018, although it has been suggested that a further two years may have be agreed recently—although grants are only allocated for six months at a time, or to the end of the financial year). Some expenditure will fall between 31/3/2017 and the new grant, and is being managed/limited and will be reported to the Finance &amp; General Purposes Committee and the May Council meeting.</p> <p>Due to unplanned roadworks at Cliffe Woods (to 4/4/17) a traffic survey commissioned by the NHP Steering Group has been invalidated. The company have agreed to re-run the tracking after the Easter holiday for a reduced cost, in time for the public Transport workshop on the 29th April. As some expenditure will fall in a period not covered by the Locality Grant, the Council is asked to approve these payments (subject to invoice).</p> <p>Jim Boots expenditure for April is likely to be:  £60 2 hours April NHP steering group meeting  £300 10 hours Transport &amp; Economy workshop  £74.70 mileage 2 x 83 miles  Traffic Survey £150</p> <p><b>NHP costs during funding gap to be covered by Parish Council. AGREED</b>  <b>Proposed Cllr Bush, seconded Cllr Harper</b></p>
6.0	167.0	<p><b>STAFF SALARY REVIEW 2017</b></p> <p>This item was suggested to avoid the need for backdating pay in May.</p> <p>Dave Clark: His pay will increase from £7.20 per hour to £7.50 per hour in line with the National Living Wage w.e.f. 1/4/17</p> <p>Clerk (PO) NALC/SLCC advisory increase is from £12.041 per hour to £12.161 per hour w.e.f. 1/4/17</p> <p>Clerk (RFO) recommended that the same rate apply from the successful completion of the probationary period in May.</p> <p><b>Pay rises for clerks AGREED. Proposed Cllr Naughton-Dean, seconded Cllr Walton</b></p>