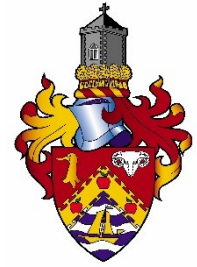


**Minutes of Annual Meeting held at The Emmanuel Centre,  
On Thursday 12<sup>th</sup> May 2021 at 7:00pm**

**PRESENT:** Cllrs Barry Dibble, Andy Keates, Vivienne Walton, Sandra Fenney, Sue McDermid, Robert Wyatt, Jim Wenban and Fred Harper



Parish Clerks- Chris Fribbins (PO) and Michelle Dolley (RFO)

One member of the parish were also present for the meeting

This meeting opened at 7:00pm

**1.0 Election of Chair for 2022-2023**

Cllr Barry Dibble was nominated for Chair by Cllr Keates, seconded by Cllr Walton- Cllr Dibble accepted the nomination.

**ALL AGREED**

Chair accepted the position and signed the acceptance of office form.

**2.0 Apologies for Absence** Cllrs Peter Moore (Holiday), Peter Clements (Covid Related), Ray Letheren (Work) Annette Cooper (Unwell) and Malcolm McLeod (Unknown).

**3.0 Declarations of Interest** None

**4.0 Approval of Minutes of the Meeting held on 05/5/2021**

Minutes of last Annual Meeting approved- Proposed by Cllr Wyatt, Seconded by Cllr Keates- **ALL AGREED**

**5.0 Matters Arising from Minutes of Meeting held on 14/05/21**

**6.0 Election of Vice Chair for 2022-23**

Cllr Fenny nominated Cllr Keates, seconded by Cllr Harper- Cllr Keates accepted the nomination- **ALL AGREED-**

Vice Chair signed the acceptance form.

**7.0 Date/Times of Council Meetings-** The meetings are currently 7:30pm, usually the second Thursday of each month (but delayed to the third Thursday if 1<sup>st</sup> of the month is Wednesday or Thursday). The Parish Council does not schedule a regular meeting in April.

**8.0 Confirmation of Committees for 2022-23 (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 8.1 and 8.2, whether you would like to stand as Chair.

- 8.1 Finance and General Purposes – Cllrs Sandra Fenney, Andy Keates, Vivienne Walton, Ken Kentell and Joan Darwell. This was proposed by Cllr Walton, seconded by Cllr Wyatt- **ALL AGREED**

**Cllr Joan Darwell entered the meeting at 7:20p.m**

- 8.2 Planning – Cllrs Fred Harper, Jim Wenban, Annette Cooper, Sue McDermid, Ken Kentell, Peter Moore and Robert Wyatt. This was proposed by Cllr Harper, seconded by Cllr Fenney- **ALL AGREED**

- 8.3 Youth Liaison – Cllrs Robert Wyatt and Clerk RFO

- 8.4 Personnel Advisory Committee- Cllrs Sandra Fenney, Vivienne Walton and Andy Keates- This was proposed by Cllr Wyatt, seconded by Cllr McDermid- **ALL AGREED**

- 8.5 Governance Working Party- Cllrs Sandra Fenney and Andy Keates. This was proposed by Cllr McDermid, seconded by Cllr Fenney- **ALL AGREED**
  - 8.6 Allotments – Due to the current Cllrs being absent, this will be decided at a future meeting
  - 8.7 Footpaths and Common Land – Due to Cllrs being absent, this will be decided at a future meeting
  - 8.8 Cliffe Village Fayre Committee – Cllr Darwell to continue- **ALL AGREED**
  - 8.9 Health and Safety Advisor to the Parish Council Cllr Keates to continue- **ALL AGREED**
  - 9.0 **Election of Representatives on Outside Bodies for 2022-23**
    - 9.1 Kent Association of Parish Councils (KALC) Medway Area Committee – Cllrs McDermid and Harper- **AGREED**
    - 9.2 Police Liaison/PACT – Cllr Wyatt- **AGREED**
    - 9.3 Medway Council Rural Liaison Committee – Cllr Andy Keates- **AGREED**
    - 9.4 Cliffe Memorial Hall Liaison – Cllr Fenney- **AGREED** (there is another position available).
    - 9.5 Cliffe Woods Community Association Liaison – Cllr Walton- **AGREED**
    - 9.6 Cliffe and Cliffe Woods Community Trust – Cllr Keates, Clerk PO and Ken Kentell are current appointees and their positions do not need renewal.
    - 9.7 Bretts Liaison – Cllrs Wenban, Darwell and McDermid, Non-Councillors Clerk PO- **AGREED**
    - 9.8 Patient Participation Groups – Cllrs McDermid and Fenney- **AGREED**
    - 9.9 Neighbourhood Plan Steering Group – Cllrs Cooper, Harper and McDermid to continue. Non-Councillor representative- Clerk PO- **AGREED**
    - 9.10 Sustainability Committee- Cllr Wyatt, Non-Cllrs Clerk RFO- **AGREED**
  - 10 Governance issues and priorities – Standing Orders, Financial Regulations, GDPR
- Meeting finished at 19.40**