

# Cliffsend Parish Council

Locum Clerk to the Council: Mr Roy Wade, Apartment 3, 85 Sea Road, Westgate on Sea Kent  
CT8 8QG



## **Cliffsend Parish Council Meeting** **Thursday 15<sup>th</sup> August 2019**

Sir or Madam,

You are hereby summoned to attend the Parish Council meeting on Thursday 15<sup>th</sup> August 2019 at 7.30pm, at the Village Hall, Foads Lane, Cliffsend, for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the attached Agenda.

*Roy Wade*

Locum Clerk to the Council

**Note: residents and members of the public are cordially invited to attend the meeting of the Council.**

### **Agenda**

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|----------|---|
| 65/19-20 | <b><u>Welcome and apologies for absence</u></b>                                   |
| 66/19-20 | <b><u>Declarations of Interest</u></b>  |
| 67/19-20 | <b><u>Adoption of the minutes of previous meetings as being a true record</u></b> |
| 68/19-20 | <b><u>Matters arising from the above minutes</u></b>                              |
| 69/19-20 | <b><u>Financial Matters</u></b>   |

### **Financial Matters**

- (i) **Bank account signatories:**
- all nominated signatories – including existing one – to complete the Bank form before passage of the following Resolutions
  - Resolutions required by the Bank to be passed:  
'We set out overleaf a list of all authorised persons, together with specimen signatures and certify that the following Resolutions were passed at a meeting of the full

Council of Cliffsend Parish Council held on 21.05.2019 and have been entered in the minute book.

5.1 That a bank account or accounts be opened/continued and the Bank is authorised to act on any Instructions provided they have been given by those persons named in the Specimen Signature section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows:

Any one listed person solely or any two listed persons together or Other.

5.2 That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

5.3 That the Secretary is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Society/Club/Association, and that the Bank may rely on such lists.

5.4 That the Society/Club/Association accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Society/Club/Association.

5.5. That these Resolutions be communicated to the bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Secretary from time to time acting or claiming to act on behalf of the Society/Club/Association, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

Signed by Chairperson and Secretary

- **External Audit-** To confirm that the Council is able to certify itself as exempt from the 'limited assurance review'. If so, the Chair of the meeting and the Clerk/RFO to sign the Certificate of Exemption with the contact details and published website address.
  - (ii) To approve the Annual Governance Statement for 2018-2019, Section 1 of the AGAR for the year ending 31 March 2019. The Chair of the meeting and the Clerk to sign.
  - (iii) To approve the Accounting Statements for 2018-2019, Section 2 of the AGAR for the year ending 31 March 2019 and the supporting Bank Reconciliation as at 31 March 2019 and if necessary the explanation of the Significant variations from last year (2017-2018) to this year (2018-2019). The Chair of the meeting to sign.
  - (iv) To confirm details of submission to the External Auditor and publication on the website and notice boards

**Payments schedule** – to authorise items of expenditure since the last meeting

<b>Ref</b>	<b>Payee</b>	<b>Amount</b>
70/19-20	<p><b><u>Current Topics</u></b></p> <ul style="list-style-type: none"><li>• <b>PC Mission Statement- Cllr Cable</b><ul style="list-style-type: none"><li>- Open Letter- members views</li><li>- Chairman's proposal to authorise expenditure for yearly subscription online survey billed annually £300 and a printing cost of up to £200 for letter drop.</li></ul></li><li>• <b>Events planning- Halloween event Cllr Cable</b><ul style="list-style-type: none"><li>- Proposal to authorise expenditure up to £300 to purchase Halloween decorations, mini trophy/rosettes for best dressed/best pumpkin design in age groups from suitable retailers like Amazon, poundland,</li></ul></li><li>• <b>Grounds Maintenance Officer- Cllr Cable</b><ul style="list-style-type: none"><li>- One task outstanding- reduce the weeds in the drainage ditches within the meadows and strim the rear entrance of the park.</li><li>- Earlsmead/Old Hall Drive green- Resident concerns regarding the lack of maintenance due to disputed ownership of the green.</li></ul></li><li>• <b>Website handover- Cllr Chapman</b><p>To discuss the recent report received from the webmaster Pat Searle</p></li><li>• <b>Proposal for Planning and Financial Working Parties to be converted into a Committees</b></li><li>• <b>Southern Water grant- Cllr Cable</b><ul style="list-style-type: none"><li>- The Chairman to give an update on grant money and the intention to spend it on a family table within the park area.</li></ul></li></ul>	
71/19-20	<p><b><u>Public Questions – no decisions made</u></b></p> <ul style="list-style-type: none"><li>• Council to discuss the introduction of a new procedure, specifically all public questions will need to be written down and submitted before the meeting begins.</li></ul>	
72/19-20	<p><b><u>Clerk's Reports</u></b> – the Clerk to report on any matters that may have arisen since the despatch of this Agenda.</p>	

- Defibrillator maintenance- “Transfer of Responsibility” document required from Parish Council to Village Hall Committee- **Cllr Hellyer**

73/19-20

**Correspondence received** – the Clerk and social media moderator to report upon any correspondence received since the despatch of this Agenda.

Two residents contact the Parish Council in relation to road traffic safety concerns, these enquiries have been passed to **Cllr Hellyer**