

Cliffsend Parish Council

Financial & General Purposes Committee

Meeting held on 3rd March 2016 at 7.15pm in the Village Hall

Present Cllrs, Knowles, Chair, Searle, Hovenden, Alexander, Fiander & Blaydes
A Stacey, Clerk, and 7 members of the community

Apologies from Cllr Lyon.

Acceptance of the minutes from the meeting of the F & GP meeting on 4th February 2016 as a true record. Proposed **Cllr Searle** & seconded **Cllr Alexander** – all Cllrs in favour

Meadow Committee Report

Cllr Searle reported the cage has been repaired. Mowing to restart this month. **Cllr Searle** advised that we have still only had one lease quote back. **Cllr Hovenden** proposed four other solicitors be contacted. **Cllr Knowles** seconded – all in favour.

Neighbourhood Plan Working Party

Cllr Hovenden thanked **Cllr Searle** and **Cllr Lyon** for their help in putting together the letter to TDC. **Cllr Hovenden** advised she had attended the neighbourhood plan meeting at TDC. TDC Local plan is work is due to be completed in July. CPC plan must be submitted at the correct time to ensure it has some value.

Volunteers are working to input data and it will be completed as soon as possible.

Memorial Working Party

Cllr Alexander advised the WP met on the 10th February and a favourite memorial has been chosen. This will go onto the website for consultation. He will also obtain quotes from stonemasons.

Transparency Working Party Report

Cllr Searle explained what is currently on the website. Responsibilities of Cllrs to be added to the website.

Cllr Blaydes advised we need to address the list which is required and decide which ones we have already. Finances are already shown on the minutes on a monthly basis. End of year accounts and audit reports to go up. Clerk to keep a monthly record of each payment over £100 and submit to webmaster.

Clerk to contact Kevin Funnell to see if he can undertake audit and if he has relevant forms to be able to undertake a 'external' audit.

Cllr responsibilities to be added to website- is representation on other bodies to be shown?

Asset register to be uploaded with risk management.

Email all meeting papers to webmaster.

Clerk to email cash book to Cllr Blaydes to enable him to create a spreadsheet so the cash book is transferred over.

Audit info to be sent over asap – next meeting 26th May 2016.

Emergency Planning Working Party Report

Meeting on 16th March.

Planning Committee report

R/TH/16/0058 – 3 Clive Road – No objections

TH/15/1245 – Wind Turbine – No objections

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FH/TH/16/0162- 1 Chapman Field – No objections

F/TH/13/0760 – Underground cable from Pegwell to Richborough – no objections

AOB

The meeting was closed at 19.44