



Cliffe and Cliffe Woods Parish Council

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Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 9th April 2024. St Helens House, Buttway Ln, Cliffe, ME3 7QP.**

F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Ken Kentell (Vice Chair), Barry Dibble, Sandra Fenney, Joan Darwell, Ray Letheren, Jim Wenban

Council Staff Present: Alex Jack – Clerk Proper Officer
Lissi Watt - Assistant Clerk & RFO

1 Apologies for Absence

All committee members present. Cllr V Walton has resigned from the committee.

2 **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
Cllr K Kentell – Cliffe and Cliffe Woods Community Trust and Cliffe Bowls Club

Adjournment of the meeting to allow the public or press to comment.
No members or the public attended.

3 Approval of Minutes of Meeting held on 12th March 2024

It was resolved to accept the minutes of the prior meeting as accurate.

4 Matters Arising from Minutes of Prior Meeting

None.

5 Finance

a Month End Reports

To review financial reports provided by the RFO to cover the prior months transactions and reconciliation.

A question regarding a high amount recorded as telephone expenses was raised. It is believed to be incorrect.

Action: RFO to investigate the issue and provide feedback to the committee.

b Payments for Approval

The following invoices from Rialtas LTD were reviewed:

Payment Detail	Invoice No.	Net £	Gross £
Asset Inventory	SM29056	£165.00	£198.00
Alpha Accounting Software	SM29055	£192.00	£230.00
Making Tax Digital (VAT)	SM29057	£110.00	£132.00
Rialtas Cloud	SM29058	£660.00	£792.00
Allotments Software	SM29054	£192.00	£230.00

It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that the invoices be authorised for payment. **All agreed.**

- c **PAYE Payments for Authorisation**
Evidence for PAYE payments paid in arrears was reviewed. It was proposed by Cllr S Fenney and seconded by Cllr R Letheren that April payroll payments be authorised for payment. **All agreed.**

d **Other Financial Matters**

- i. *First look at draft year end accounts.*
The RFO provided a small selection of draft 2023/24 year end finance reports and advised Cllrs to inspect them at their leisure with a view to providing feedback and asking questions by the end of May 2024.

6 **Policy & Procedure Review**

- a. *Standing Orders Review*
Draft Standing Orders were reviewed. It was proposed by Cllr K Kentell and seconded by Cllr S Fenney to recommend the full council adopt the standing orders as provided by the Clerk. **All agreed.**
- b. *Grant Policy & Terms*
It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that a recommendation be made to full council to adopt the Grant Policy & Terms as provided by the RFO. **All Agreed.**
Action: RFO to contact regular recipients of grants to update them once the new policy has been adopted.
- c. *Events Grant Application Form*
It was proposed by Cllr S Fenney and seconded by Cllr R Letheren that a recommendation be made to full council to adopt the Events Grant Application form for use. **All agreed.**
Action: RFO to make accompanying form for non-event grants.

7 **Council Assets**

a **Cliffe Allotments**

- i. No issues or reports.

b **Children's Play Area**

The play area gate is still being worked on and the Clerk will hear when it is complete.

c **Recreation Ground & Containers**

Working closely with the police to battle antisocial behaviour and unsafe vehicle use on the recreation ground, the council plan to block any exit those on quad bikes can use to evade arrest.

Cllr R Wyatt spoke regarding the work done to date on researching the best ways to block areas as required around the perimeter with resident access and safety in mind. The committee mentioned the plan to use reserves to fund the project.

Action: Clerk to approach Medway Council Highways regarding possible concrete block donation.

d **Other Parish Assets**

- i. *Quotes for Cliffe Woods Car Park*
The Clerk met with a contractor Volker Highways who pointed out circa 20 potholes that are in need of repair, 6 disabled spaces and a hatch area to be relined. No quotes yet received.
- ii. *Audit of Parish Council Assets*
Cllr R Wyatt spoke of health and safety audit done in 2023.
Action: Clerk to complete risk assessment and policy for lawnmower.
Action: Clerk to contact container users regarding tidying up of containers.
Action: Clerk to obtain properly commissioned fire extinguishers.
Action: Clerk to arrange for all small items to be rectified under delegated powers where appropriate.

8 **Parish Events**

Cllr J Darwell spoke on the release of funds for the D-Day landing community event. The matter of expenditure was discussed.

It was proposed by Cllr B Dibble and seconded by Cllr J Wenban that given the full council support previously recorded in the minutes of the November meeting, a grant be awarded to the Cliffe Memorial Hall totalling £1500 to support the event. **All agreed.**

Action: RFO to release funds.

9 **Highparks Medical Practice**

It was discussed what the parish council can do to support people of the parish. The council represent parishioners at the Patient Participation Group (PPG) and it may be that the strength of patients feelings are not being communicated properly at the PPG without feedback from the public.

10 Personnel Matters

- a. *Receipt of staff DBS Checks.*
It was reported that all staff DBS checks were received with no concerns raised.

- b. *Clerks report.*
It was noted that Cllr C Fribbins has completed 40 years of continuous service as a Councillor of the parish.

- c. *Staff annual leave.*
It was noted that both staff members will be carrying over 5 days of annual leave from the 2023/24 year to 2024/25 as per contracts allow.

The meeting was closed at 21:13

Lissi Watt

Assistant Clerk & RFO to the Council.

Signed as a correct record of proceedings:

Chairman:

Date:
