



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

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

Minutes of the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 12th March 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, Vivienne Walton, Joan Darwell, Ray Letheren, Jim Wenban

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

1 Apologies for Absence
All present.

2 Declarations of Interest
Cllrs. K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust
Cllr V Walton – Cliffe Woods Community Association

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

3 Approval of Minutes of Meeting held on 13th February 2024
It was resolved to accept the minutes as accurate pending change to mention of Cllr V Walton's absence who had sent her apology prior to the meeting. 7 agreed to accept the minutes, 1 abstention due to absence.

4 Matters Arising from Minutes of Prior Meeting
None raised.

5 Finance

a Month End Reports

The financial reports provided by the RFO to cover the prior months transactions and reconciliation were reviewed.

During discussion regarding 'other income' being related to an insurance claim for drain works at the Memorial Hall, it was raised that a portion of the work claimed for had not yet taken place. Some extenuating circumstances for delay were explained however given that delaying the work has potential to cause further issues; it was proposed by Cllr B Dibble and seconded by Cllr J Wenban that it is recommended to full council any claim made from now to the point that the work due is completed is not taken forward by Cliffe & Cliffe Woods Parish Council. 6 for, 2 abstentions. Motion carried.

Action: Clerk to speak to the memorial hall regarding a time frame for the work to take place or an update on progress.

b Payments for Approval
None on this agenda.

c **PAYE Payments for Authorisation**

It was proposed by Cllr R Wyatt and seconded by Cllr R Letheren that the PAYE payments as reviewed be authorised. All agreed.

d **Other Financial Matters**

Grant Request from City of Rochester School

The Clerk reported on a grant enquiry from the City of Rochester School who emailed regarding a grant for their play area improvements. The Clerk has replied stating the school will need to fill out application forms and any grants given by the council must meet council requirements which include a clear benefit to the local community. No completed application has yet been submitted though forms were provided.

6 **Policy & Procedure Review**

Standing Orders

Deferred to next F&GP meeting.

7 **Council Assets**

a **Cliffe Allotments**

To discuss any issues or reports arising.

The Clerk reported that the Type 1 aggregate has now been laid along the allotment road. Invoices and new rules have been sent and payments have started to be received.

All plots are let with newly vacant plots having been offered to those on the waiting list who have gratefully accepted.

b **Children's Play Area**

Play area gate installation.

The Clerk reported that the gate is in production. No picture yet received to aid decision on colour scheme.

c **Recreation Ground & Containers**

i. *Recreation field pitch renovation*

The Clerk reported that as previously decided, due to the ground being soft, it was a good idea to have the Verti-drain done again as they also roll the pitch which will aid the clubs that use the ground. This work has been completed and the pitch has also been cut. Clubs have been working on the outside of the pitch to help it recover.

ii. *Recreation field barrier design*

Cllr R Wyatt reported that he has been working on research for native hedging around the recreation ground to fill gaps in the existing hedge.

iii. *Rubbish bin in play/recreation area*

The Clerk received quotes for the rubbish bin, the cheapest being over £500.

The amount of bins currently in the parish providing for dog waste was discussed. Given the amount of bins currently available locally, the cost of a new bin and previous repeated vandalism resulting in the entire destruction of past bins in the location, it was felt best not to pursue placing a rubbish bin on site at this time.

Other Parish Assets

d *None on this agenda*

8 **Parish Events**

Memorial hall D Day Landing event draft budget.

With reference to applying for a grant or donation towards the community D-Day Landing event, Cllr J Darwell provided a draft budget for event being organised by the Memorial Hall. The draft budget estimates a gross cost of £2450.00. The grant/donation request of £2000 will be discussed at the next full council meeting.

Action: RFO to draft a grant application policy and application form inclusive of a stipulation that any funds not spent on items related to the intended purpose of the grant should be returned to the council.

9 Meeting Frequency

- a. Cllr B Dibble raised that full council meetings can be held less often in the year to reduce repetition of discussion with any matters requiring urgent decision being addressed through an extraordinary meeting for that item where required. Currently full council meetings are held 11 times per year. Cllr B Dibble proposed a December recess and a summer recess be recommended to full council, reducing full council meetings to 9 per year. The proposal was seconded by Cllr V Walton. 3 voted for, 5 against. Motion not carried.

In view of the confidential nature of Personnel Matters, any attending members of the public and press may be excluded from the meeting for the duration, or part thereof, of the following item.

11 Personnel Matters

No personnel matters on this agenda.

The meeting was closed at 21:08

Lissi Watt

Assistant Clerk & RFO to the Council

Signed as a correct record of proceedings:

Chairman:

Date:
