



# Cliffe and Cliffe Woods Parish Council

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

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

Committee Members; you are summoned to attend the Finance & General Purposes Committee Meeting starting at 7:30pm to be held on **Tuesday 5<sup>th</sup> September 2023 7:30 pm at St Helens House, Buttway Ln, Cliffe, ME3 7QP.**

## F&GP AGENDA

### 1 Apologies for Absence

- 2 **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.  
*A councillor declaring a pecuniary interest may not participate in discussion or vote on the matter. If an interest is not declared at the outset of the meeting, it should be disclosed as soon as the interest becomes apparent Dispensation may be requested in writing to the Clerk (Proper Officer) who under certain circumstances will allow a councillor to speak and vote on the matter.*

*Adjournment of the meeting to allow the public or press to comment.*

Members of the public can put questions and raise issues to the Committee. Maximum 10 minutes per person, total maximum adjournment of 30 minutes.

### 3 Approval of Minutes of Meeting held on 1<sup>st</sup> August 2023

### 4 Matters Arising from Minutes of Prior Meeting

### 5 Finance

- a **Month End Reports**  
*To review financial reports provided by the RFO to cover the prior months transactions and reconciliation.*
- b **Payments for Approval**  
*To review payments yet to be made and make recommendations to the full council.*
- c **PAYE Payments for Authorisation**  
*To review evidence for PAYE payments paid in arrears & authorise where appropriate.*
- d **Other Financial Matters**
- i. **Coronation Events Final Accounts**
  - ii. **Internal Audit 2023/24**
  - iii. **The Neighbourhood Plan Budget**
  - iii. **Rugby & Football Club Invoices**

### 6 Council Assets

- a **Cliffe Allotments**
- b **Childrens Play Area**
- c **Recreation Ground & Containers**

- i. **Protecting the recreation ground**  
*To discuss the overall protection of the recreation ground including the closing of the gate.*
- ii. **Container electrical safety checks**
- iii. **Signage**  
*To discuss CCTV signage as well as a sign for the recreation ground.*
- iv. **Quotes for gates**

d **Other Parish Assets**

- i. **Parish Tree Planting**

e **Health & Safety Matters**

*To discuss the information received from the Health & Safety Consultant and decide on the next steps.*

**7 Parish Events**

*None on this agenda.*

*In view of the confidential nature of Personnel Matters, the public and press will be excluded from the meeting for the duration of the following item.*

**8 Personnel Matters**

*To discuss active personnel matters.*

*Lissi Watt*

Assistant Clerk & RFO to the Council 29<sup>th</sup> August 2023

Note to all Councillors: You are welcome to attend meetings of committees of which you are not a member but only committee members may vote.