



Cliffe and Cliffe Woods Parish Council

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

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✉ clerk@cliffeandcliffewoods-pc.gov.uk

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 **7pm** to be held on **Tuesday 7th November 2023. 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 3rd October 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. **2024/2025 Draft Budget**

To review the updated draft 2024/25 budget.

ii. **External Audit Report**

To review the outcome of the 2022/23 AGAR & External Audit.

iii. **Internal Audit**

RFO to give an update on the Internal Audit.

iv. **Councillor Allowance IRP Feedback**

To discuss any response to be submitted to Medway's Independent Remuneration Panel (IRP)

v. **Changing Rooms VAT**

To discuss the VAT registration

- 6**
- a **Cliffe Allotments**
To discuss issues or reports arising.
 - b **Childrens Play Area**
To discuss issues or reports arising. Play area safety inspection to be discussed.
 - c **Recreation Ground & Containers**
To discuss issues or reports arising.
 - i. **Protecting the recreation ground**
To discuss the ongoing issue of vehicles on the recreation ground including potential fencing, boulder relocation, Kent Police involvement and other security measures.
 - ii. **Container electrical safety checks**
 - iii. **Litter Bin**
 - d **Other Parish Assets**
 - i. **Donated Noticeboard**
To discuss the location of the noticeboard which has now been received.
 - ii. **Memorial Hall Drains**
To receive an update on the drains works if available.
- 7**
- Parish Events**
Guy Faulks event VAT query.
- In view of the confidential nature of Personnel Matters, any attending members of the public and press will be excluded from the meeting for the duration of the following item.*
- 8**
- Personnel Matters**
To discuss any active personnel matters and appraisal update.

Lissi Watt

Assistant Clerk & RFO to the Council 27th September 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.