



Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Parish Clerk: Mrs Alex Jack, Clerk/PO

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 11th June 2024 at St Helen's House, Cliffe ME3 7QP.**

F&GP MINUTES

Councillors Present: Joan Darwell, Barry Dibble, Sandra Fenney, Ken Kentell & Chris Fribbins

Council Staff Present: Alex Jack – Clerk/PO

1 Election of Chair for 2024/2025

Cllr B Dibble nominated Cllr R Wyatt, who had agreed to stand, seconded by Cllr J Darwell, **all agreed.**

2 Election of Vice Chair for 2024/2025

Cllr B Dibble nominated Cllr K Kentell, who agreed to stand, seconded by Cllr S Fenney, **all agreed.**

3 Apologies for Absence

Cllrs R Letheren, J Wenban and R Wyatt sent apologies which were accepted.

Cllr K Kentell took the Chair as Cllr R Wyatt was absent.

4 Declarations of Interest: Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

Cllr K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club

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

No members or the public attended.

5 Approval of Minutes of Meeting held on 14th May 2024

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

6 Matters Arising from Minutes of Prior Meeting

None.

7 Finance

a Month End Reports

To review financial reports provided to cover the prior months transactions. It was noted that Alpha cannot be updated from 31/3/24 until the internal audit has been completed and the year end process completed. Financial reports cannot be completed until Alpha has caught up as well as the bank reconciliation, so the report given was checked against the bank statements with the entries in Alpha – **See Appendix 1.** It was noted that online banking access has been requested for Cllr C Fribbins so that he may cover for the Clerk/PO when on annual leave whilst the position of Assistant Clerk/RFO is vacant.

b Payments for Approval

	Invoice No.	Net £	VAT £	Gross £
Northstar IT Monthly Commitment D/D	32335	82.52	16.50	99.02

It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that the invoice be recommended for approval by full council. **All agreed.**

c **PAYE Payments for Authorisation**

Evidence for PAYE payments paid in arrears and including Nest pension and HMRC Q1 were reviewed. It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that May payroll payments be authorised for payment. **All agreed.**

d **Other Financial Matters**

- i) The Clerk provided comparison quotes of energy suppliers for the electricity contract due to be renewed at the changing rooms. British Gas had erroneously renewed the contract on a fixed 1 year deal but had confirmed this would be amended and cancelled. It was proposed by Cllr B Dibble and seconded by Cllr S Fenney to accept the lower quote from EON on a fixed 1 year option. **All agreed. Action:** Clerk to confirm with supplier.
- ii) The Clerk advised St Helen's Church had requested the renewal of yellow hatching lines at the Buttway and were happy to action. It was agreed they could go ahead. The Clerk also raised the need for a light outside St Helen's House. Cllr C Fribbins confirmed he had available 2 solar lights which might be suitable to be fitted. **Action:** Clerk to confirm with St Helen's Church.

8 **Draft AGAR 2023/2024**

Cllr C Fribbins reported that he has been dealing with this in the absence of the Assistant Clerk/RFO. He has a meeting booked with the external auditor and Clerk/PO for 18/6 to agree the AGAR and year end documents. The draft AGAR document was reviewed, to be finalised with full Council at the next meeting on 20/6.

9 **Parish Council Policy Reviews**

The Clerk presented the draft updated Financial Regulations 2024. Councillors reviewed the draft regulations and made amendments where necessary to recommend approval at the full council meeting. To be recommended for approval and adoption by Councillors at the next full Council meeting on 20/6.

10 **Council Assets**

a **Children's Play Area & Ball Court**

- i) The Clerk advised the new gate has been installed plus some additional work by the supplier. **Action:** Clerk to send letter of thanks to the supplier and add to the Asset List.
- ii) One quote has been received for repair work to the Ball Court fencing and a second is awaited.

b **Recreation Ground & Containers**

- i) One quote has been received for gates/barriers to secure the Ground and a second is awaited.

11 **Parish Events**

Cllr J Darwell reported the D Day event on 8/6 arranged by the Cliffe Memorial Hall committee and their team of volunteers was extremely successful. It was very well attended and there has been many complimentary comments. The F&GP committee thanked Cllr J Darwell and volunteers for all their efforts in organising the event for the community.

12 **Highparks Medical Practice**

- i) The proposed Parish Council survey was discussed. It was raised by Cllr S Fenney that after discussions with residents, the survey may be more widely completed if sent out in the form of a leaflet distributed to all households in both villages, rather than on social media. The responses could be collected via locked boxes held in one of the stores in each village. To be discussed further at the next full council meeting on 20/6.

13 **Personnel Matters**

- i) The Clerk reported on a confidential staff matter.
- ii) There is a staff vacancy for an Assistant Clerk/RFO. It was proposed by Cllr B Dibble and seconded by Cllr K Kentell that this be advertised via SLCC and Village Voices media. **All agreed.**

The meeting was closed at 21:03

Alex Jack

Clerk/PO
12/6/24