



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

Finance & General Purposes Committee Meeting held at **7PM on Tuesday 7th November 2023. St Helens House, Buttway Ln, Cliffe, ME3 7QP.**

F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Barry Dibble, Joan Darwell, Ray Letheren

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

1 Apologies for Absence

Cllrs Ken Kentell & Vivienne Walton sent apologies for absence.

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

Ongoing declarations are published on the parish council website. No new declarations of interests or lobbying were made.

*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 3rd October 2023

It was resolved to accept the minutes as an accurate reflection of the meeting held.

4 Matters Arising from Minutes of Prior Meeting

A potential conflict of interest was discussed.

5 Finance

a Month End Reports

Financial reports provided by the RFO to cover the prior months transactions and reconciliation were reviewed and discussed.

Cllr R Letheren arrived.

It was proposed by Cllr B Dibble and seconded by Cllr R Wyatt that it is recommended to full council that half the budgeted grant amounts are paid to the halls and the whole amount paid for churchyard maintenance. 3 for, 1 against.

b Payments for Approval

None outside of payroll on this agenda.

c PAYE Payments for Authorisation

Evidence for PAYE payments paid in arrears was reviewed.

It was proposed by Cllr B Dibble and seconded by Cllr J Darwell that all payroll related payments be authorised for payment. All agreed.

d **Other Financial Matters**

i. **2024/2025 Draft Budget**

The updated draft 2024/25 budget was reviewed and discussed. With specific discussions around allotment maintenance, recreation ground finances, play park expenses and an events budget.

It was proposed by Cllr B Dibble and seconded by Cllr R Letheren to recommend the budget to full council. All Agreed.

It was proposed by Cllr B Dibble and seconded by Cllr J Darwell that it is recommended to full council to create a new EMR for Parish Events. Funding it with £4000 from general reserves. All agreed.

Action: Parish Council Chair to thank the events committee that worked on the firework event.

ii. **External Audit Report**

The committee considered the report from the external auditor regarding the 2022.23 AGAR and external audit.

iii. **Internal Audit**

The RFO to gave an update on the Internal Audit. No report yet received.

iv. **Councillor Allowance IRP Feedback**

A response to be submitted to Medway's Independent Remuneration Panel (IRP) was deferred for discussion at the full council meeting.

v. **Changing Rooms VAT**

It was resolved to delay the topic of VAT registration until the RFO completes their VAT training via AAT.

6 **Council Assets**

a **Cliffe Allotments**

Issues arising were discussed relating to a request for type one for road repair.

The Clerk has contacted gentleman regarding manure and wood chippings for allotment plot holders. A plot holder has been asked to remove rubbish from their plot.

Action: Clerk to order type one road stone under delegated powers.

b **Childrens Play Area**

The play area safety inspection was discussed. It was proposed by Cllr B Dibble and seconded by Cllr R Letheren that it be recommended to full council to accept the cheaper of the quotes received. All agreed.

It was proposed by Cllr B Dibble and seconded by Cllr R Letheren to recommend to full council that the quote for a bespoke gate costing £3681.12 be accepted. All agreed.

c **Recreation Ground & Containers**

Trees being removed at the request of the rugby club was discussed. Decision to be deferred.

i. **Protecting the recreation ground**

It was discussed that a meeting with the police had taken place and advice received regarding the prevention of motorcycles and quad bikes. A working party is to be suggested to full council.

ii. **Container electrical safety checks**

No report on this agenda.

iii. **Litter Bin**

The Clerk is chasing the quote.

d **Other Parish Assets**

i. **Donated Noticeboard**

The location was discussed. No decision made.

ii. **Memorial Hall Drains**

Second insurance payment has been received. Works are being arranged.

7 Parish Events

No report given.

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

Personnel matters were discussed. The Clerks appraisal was discussed and the Clerk was thanked for her work.

The meeting was closed at 20:50.

Lissi Watt

Assistant Clerk & RFO to the Council. 14th November 2023

Signed as a correct record of proceedings:

Chairman:

Date:
