



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

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 11th June 2024 at St Helens House, Cliffe, ME3 7QP**

F&GP AGENDA

- 1 **Election of Chair for 2024/2025**
The F&GP Committee Chair is elected annually at the first meeting following the Annual Parish Council Meeting where his/her is the first business on the Agenda. He/she holds office until his/her successor is elected.
All Committee Councillors are eligible to stand as Chair – please consider in advance of the meeting whether you would like to do so. (A vote will be taken if there is more than one candidate).
- 2 **Election of Vice Chair for 2024/2025**
All Committee Councillors are eligible to stand as Vice Chair – please consider in advance of the meeting whether you would like to do so. (A vote will be taken if there is more than one candidate).
- 3 **Apologies for Absence**
- 4 **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.
- 5 **Approval of Minutes of Meeting held on 14th May 2024**
- 6 **Matters Arising from Minutes of Prior Meeting**
- 7 **Finance**
 - a. **Month End Reports**
To review financial reports provided to cover the prior month's transactions and reconciliation against the bank statement.
 - 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 PAYE payments & authorise where appropriate
 - d. **Other Financial Matters**
 - i) *Quotes for renewal of electricity contract*
 - ii) *St Helen's Church – request for Buttway line painting*

8 **Draft AGAR 2023/2024**
Meeting has been arranged with Cllr Fribbins and the internal auditor for 18/6/24.

9 **Parish Council Policies**
 i) *Draft updated Financial Regulations for review*

10 **Council Assets**
To discuss any issues or reports arising.

a. **Children's Play Area & Ball Court**
 i) *Replacement Play Area gate update*
 ii) *Quotes for Ball Court fencing repairs*

b. **Recreation Ground & Containers**
 i) *Quotes for gates/barriers to secure the Ground*

11 **Parish Events**

12 **Highparks Medical Practice**
 i) *Parish Council survey*

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.

13 **Personnel Matters**
 i) *Clerk's report*
 ii) *Staff vacancy advertising*

Alex Jack

Clerk/PO
11/6/24

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.