



# Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 12th November 2024 at St Helen's House, 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 8<sup>th</sup> October 2024**
- 4 **Matters Arising from Minutes of Prior Meeting**
- 5 **Finance**
  - a. **Month End Reports**  
*To review financial reports provided to cover the prior month's transactions and reconciliation reports.*
  - 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) Draft 2025/26 budget proposals
    - ii) In accordance with our Financial Regulations Item 2.6 – a member needs to verify the bank reconciliation quarterly.
    - iii) Internal control checks to be carried out quarterly.
    - iv) Tenure request from Cliffe Woods Colts FC
    - v) Replacement tree planting

e. **Council Assets**

- i) Quotes received.
- ii) Cliffe Play Areas yearly inspection

*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.*

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**Personnel Matters**

- i) Staffing
  - a) Local Government Services Pay Agreement 2024 to be implemented for the Clerk/PO
  - b) Holiday pay system

All Councillors are welcome to attend, however only committee members may vote.

A Jack, Clerk/PO, 06/11/24