



# Cliffe and Cliffe Woods Parish Council

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

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Parish Clerk: Mrs Alex Jack, Clerk/PO

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 9<sup>th</sup> July 2024 at St Helen's House, Cliffe, ME3 7QP**

## F&GP MINUTES

Councillors Present Robert Wyatt (Chair), Ken Kentell (Vice Chair), Joan Darwell, Barry Dibble, Sandra Fenney, Ray Letheren, Jim Wenban  
Council Staff Present Alex Jack (Clerk/PO)

**1 Apologies for Absence** - None

**2 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, Cllr J Darwell – Cliffe Memorial Hall

*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 11<sup>th</sup> June 2024**

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

**4 Matters Arising from Minutes of Prior Meeting**

None.

**5 Finance**

a. **Month End Reports**

*To review financial reports provided to cover the prior month's transactions and reconciliation reports.*  
It was noted that Alpha has now been updated and the financial reports can be produced. The 12Pay software for payroll has been discontinued and replaced by Staffology not available for this month's report.

b. **Payments for Approval**

Items	.Net	VAT	Payment Method
HMRC (amount to be confirmed)	?		Online
Nest Pensions June Pension	£ 78.12	£ -	Online
Village Voices RFO Advert	£ 216.00	£ 36.00	Online
Lionel Robbins Internal Audit	£ 175.00	£ -	Online
Staffology (New Payroll)	£ 12.00	£ 2.00	Direct Debit

It was proposed By Cllr S Fenney and seconded by Cllr K Kentell that the payments be recommended for approval by full council, **all agreed**.

c. **PAYE Payments for Authorisation**

Evidence for PAYE payments paid in arrears were reviewed. It was proposed by Cllr J Wenban and seconded by Cllr R Wyatt that June payroll be authorised for payment. **All agreed**.

d. **Other Financial Matters**

- i) *2023/2024 AGAR spot check – additional information required*  
The Clerk advised the additional report from the internal auditor had been sent however, further information was still required within the next 2 weeks to meet the deadline.  
**Action:** Clerk
- ii) *Donation request from Kent Air Ambulance*  
This was reviewed and it was proposed by Cllr J Darwell and seconded by Cllr B Dibble that £300 be donated, as last year. 6 agreed, 1 abstention, **to be agreed at full council meeting**.
- iii) It was noted by the Clerk that British Gas had refused change of electricity supplier requested until contract end date of 10/8/24. A complaint has already been raised but bills continue to be sent in the previous Clerk's name.  
**Action:** Clerk will action changeover once permitted.

**6 Council Assets**

- a) The Clerk raised outstanding issues in the Play Area and Recreation Ground.
  - i) Boulders in the Play Area were discussed, and it was decided that a risk assessment should be carried out.  
**Action:** Clerk to carry out risk assessment.
  - ii) The soft play matting needs repair and it was decided that the Clerk would enquire whether this could now be completed by the H&S advisor recommended for a fee.  
**Action:** Clerk to contact H&S advisor
  - iii) The bench in the Play Area has been partly removed but still requires the concrete base removing and the broken and vandalised benches on the Recreation Ground.  
**Action:** Cllr J Darwell to contact Mr Filmer to kindly request assistance with the benches, if possible.

It was proposed by Cllr R Wyatt and seconded by Cllr K Kentell to purchase 2 picnic benches for the Play Area, **to be agreed by full council**

**7 Highparks Medical Practice**

*Residents' survey* – It was noted that the surgery had advised online they have changed their eConsult back to inhouse administration as well as how they prioritise appointments. It was thought that a face to face meeting with the surgery to discuss issues may be an option. To discuss further at full council.

**8 Litter on Mead Wall and Pickles Way, Cliffe**

The council has been notified of fly tipping, litter and human faeces in this area, which is considered a serious ongoing issue. This has been forwarded to Ward Councillors and the local Police. Land ownership needs to be established prior to any further action.

**Action:** Clerk to write to Police.

*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.*

**9 Personnel Matters**

- i) *Staff vacancy advertising and update.*  
Advert to go into the next edition of Village Voices and has been circulated widely on social media.
- ii) Clerk's report – none.

Meeting closed at 20:44

A Jack, Clerk/PO, 10/07/24

Signed: Chair ..... Date: .....