



# Cliffe and Cliffe Woods Parish Council

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Mrs Alex Jack, Clerk/PO and Miss Lissi Watt, Assistant Clerk/RFO

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 14<sup>th</sup> May 2024. St Helens House, Cliffe, ME3 7QP.**

## F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Ken Kentell (Vice Chair), Barry Dibble, Sandra Fenney, Joan Darwell, Jim Wenban

Council Staff Present: Alex Jack – Clerk/PO

### 1 Apologies for Absence

Cllr R Letheren and Assistant Clerk/RFO Lissi Watt sent apologies which were accepted.

### 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

*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 9<sup>th</sup> April 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 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 – Appendix 1.

#### b Payments for Approval

|  | <u>Invoice No.</u> | <u>Net £</u> | <u>VAT £</u> | <u>Gross £</u> |
|--|--------------------|--------------|--------------|----------------|
| KALC Annual Subscription 2024/25         | 9099               | 1567.67      | 313.53       | 1881.2         |
| Northstar IT monthly commitment          | 333580             | 86.92        | 17.38        | 104.3          |
| Northstar IT 10 hour package for 2024/25 | 32497              | 855          | 171          | 1026           |

It was recommended that Northstar monthly payment be added as a regular direct debit.

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

c **PAYE Payments for Authorisation**

Evidence for PAYE payments paid in arrears was reviewed. It was proposed by Cllr S Fenney and seconded by Cllr B Dibble that April payroll payments be authorised for payment. **All agreed.**

d **Other Financial Matters**

- i. The Clerk provided details of S101 delegation of powers LGA 1972 which provides that the Clerk/PO has authority of delegated powers when the Council are without an RFO.
- ii. British Gas renewal of electricity contract for the changing rooms was discussed and the options. Comparison quotes to be obtained. **Action:** Clerk

**6 Council Assets**

a **Cliffe Allotments**

There is no waiting list currently so any interested applicants are invited to apply.

b **Children's Play Area**

The play area gate is ready to be installed and the Clerk is waiting to hear back from the supplier with an installation date.

c **Recreation Ground & Containers**

- i. The Clerk advised that signage banning quad bikes and off road bikes from the ground had been placed on the containers and on the ball court fencing.  
The Clerk and Cllrs. B Dibble and R Wyatt met with a contractor to look at the options for installing metal barriers and bollards at the 2 open entrances to the ground as well as mesh fencing and for a quote for outstanding repairs to the ball court fence. Quotation awaited.
- ii. Cllr R Wyatt provided information and prices on options for hedge repairs in order to fill the gaps to further secure the ground. It was thought that these should be considered later in the year when it is a better time for hedge planting and once the metal barriers have been installed.

d **Other Parish Assets**

*Quotes for Cliffe Woods Car Park*

The Clerk met with a contractor who pointed out circa 20 potholes that are in need of repair, 6 disabled spaces and a hatch area to be relined. The quote has now been received. It was proposed by Cllr S Fenney and seconded by Cllr J Wenban to accept the quote, **all agreed.**

**7 Parish Events**

Cllr J Darwell spoke on the possible difficulty of accessing the ground for the D-Day landing community event. It was proposed that a site meeting be held with all interested parties on 15/5 at 6.30pm. to discuss the matter further.

**8 Highparks Medical Practice**

It was discussed what the parish council can do to support people of the parish. Cllrs. S McDermid and S Fenney represent the council at the PPG meetings and raised the matter of a survey to be put up on social media by the council to collate patient feedback but they were unable to agree this with the PPG. It was proposed by Cllr B Dibble and seconded by Cllr J Darwell to recommend to full council that the survey is put on social media and the responses collated and provided to the Practice Manager with a copy to the CCG, **all agreed.**

**9 Personnel Matters**

- a. The Clerk reported on a confidential staff matter.

The meeting was closed at 21:00

*Alex Jack*

Clerk/PO  
15/5/24

Signed as a correct record of proceedings:

Chairman:

Date:

**Appendix 1**

PAYMENT RECEIPTS

S

Starting balance

| 02/04/2024      | Allotments | Caretaker | Electrical | IT Support | Grant? | Salaries | Precept | APM    | Total   |
|-----------------|------------|-----------|------------|------------|--------|----------|---------|--------|---------|
| C Taylor        | 118        |           |            |            |        |          |         |        |         |
| Morgan Thomas   | 106        |           |            |            |        |          |         |        |         |
| Hannah Kelly    | 54         |           |            |            |        |          |         |        |         |
| Bateman IS      | 45         |           |            |            |        |          |         |        |         |
| O'Neill Patrick | 36         |           |            |            |        |          |         |        |         |
| Naruskas K      | 52         |           |            |            |        |          |         |        |         |
| R Crichton      | 59         |           |            |            |        |          |         |        |         |
| CHEQUE          | 118        |           |            |            |        |          |         |        |         |
| Clements P      | 54         |           |            |            |        |          |         |        |         |
| A Kirk          | 36         |           |            |            |        |          |         |        |         |
| V Parish        | 172        |           |            |            |        |          |         |        |         |
| McKenzie        | 59         |           |            |            |        |          |         |        |         |
| A Hickey        | 59         |           |            |            |        |          |         |        |         |
| NORSE           |            | -276      |            |            |        |          |         |        |         |
| RPG Electrical  |            |           | -477       |            |        |          |         |        |         |
| Northstar IT    |            |           |            | -104.3     |        |          |         |        |         |
| Doug Wade       | 118        |           |            |            |        |          |         |        |         |
| Memorial Hall   |            |           |            |            | -1500  |          |         |        |         |
| Alex Jack       |            |           |            |            |        | -XXXXX   |         |        |         |
| Lissi Watt      |            |           |            |            |        | -XXXXX   |         |        |         |
| Medway Council  |            |           |            |            |        |          | 87513   |        |         |
| Paul Laker      | 31         |           |            |            |        |          |         | -12.19 |         |
| Tesco Stores    |            |           |            |            |        |          |         |        |         |
|                 | 1117       | -276      | -477       | -104.3     | -1500  | XXXXX    | 87513   | -12.19 | 84701.7 |

To Pay/Authorise

|                | Total | Hours | Mileage | Home All | Taxable HA | Bank Hol | Pension  | PAYE  | NI    |
|----------------|-------|-------|---------|----------|------------|----------|----------|-------|-------|
| Alex Jack      | XXXXX | XXXXX | XXXXX   | XXXXX    | XXXXX      | XXXXX    | XXXXX    | XXXXX | XXXXX |
| Lissi Watt     | XXXXX | XXXXX | XXXXX   | XXXXX    | XXXXX      | XXXXX    | XXXXX    | XXXXX | XXXXX |
|                |       |       |         |          |            | Employer | Employer |       |       |
| Pension DD Mar | XXXXX |       |         |          |            | XXXXX    | XXXXX    |       |       |
| Pension DD Apr | XXXXX |       |         |          |            | XXXXX    | XXXXX    |       |       |