



Cliffe and Cliffe Woods Parish Council

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

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 8th October 2024**
at **St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

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

1 Apologies for Absence

Cllr J Darwell 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, wHoo Cares Short Mat 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 10th September 2024

Proposed by Cllr R Wyatt, seconded by Cllr K Kentell, **all agreed.**

4 Matters Arising from Minutes of Prior Meeting

None.

5 Finance

a Month End Reports

Locum RFO advised on the reports which were reviewed.

b Payments for Approval

All payments were reviewed, as below. It was proposed by Cllr R Wyatt, seconded by Cllr R Letheren that payments be recommended to full Council for approval, **all agreed.**

| Meeting Date: 08/10/2024 | | | |
|------------------------------------|--|-------------|-----------------------------------|
| Meeting Type: F&GP | | | |
| Payment To | Payment Detail | Cost ex VAT | Budget |
| 1 ICO | Data Protection fee renewal | £40.00 | <i>Subscriptions</i> |
| 2 Northstar Technology | Monthly IT contract | £86.92 | <i>IT</i> |
| 3 British Legion | Remembrance Day Wreath | £52.50 | <i>£137</i> |
| 4 Kent County Playing Fields Assoc | Subscription 2023 and 2024 | £40.00 | <i>Subscriptions</i> |
| 5 Memorial Hall Fund | Contribution for Fireworks event | £500.00 | <i>from Event EMR</i> |
| 6 Ashridge | Damson shrubs for restoration of hedge | £57.69 | <i>Play park & rec ground</i> |

c **PAYE Payments for Authorisation**

Payments paid in arrears were reviewed. It was proposed by Cllr B Dibble, seconded by Cllr R Letheren that September payroll be authorised for payment, **all agreed**.

d **Other Financial Matters**

i) ***Renewal of ICO Data Protection fee***

This is an obligatory requirement and was proposed by Cllr S Fenney, seconded by Cllr K Kentell that payment be made, **all agreed**. See 5b above.

ii) ***Remembrance Day wreath***

It was proposed by Cllr J Wenban, seconded by Cllr B Dibble to purchase the large wreath, as last year, with the Council logo in the centre, **all agreed**. See 5b above.

iii) ***Memorial Hall tenancy agreement***

This was discussed in detail, and it was proposed by Cllr R Wyatt, seconded by Cllr K Kentell to recommend to full Council to engage a solicitor to advise further and to provide them with the land registry deeds and any other documents available, **all agreed**,

iv) ***KCPFA subscription***

A letter requesting Parish Council continued subscription had been received to include last year's fee which was overlooked. It was proposed by Cllr S Fenney, seconded by Cllr R Wyatt to recommend to full Council that the subscription continue and to include 2023 year, **all agreed**.

v) ***Bonfire Night event funding***

It was proposed by Cllr R Wyatt, seconded by Cllr S Fenney that the remaining amount from the Events EMR for Cliffe Village allocated to the Memorial Hall be released, **all agreed**. See 5b above.

vi) ***Damson shrubs for Recreation Ground hedging***

Cllr R Wyatt informed the meeting that the hedging on the Recreation Ground requiring infilling for security purposes was damson hedging and costs for new shrubs were provided. It was proposed by Cllr S Fenney, seconded by Cllr K Kentell to recommend to full Council that the shrubs be purchased and planted, **all agreed**. See 5b above.

6 **Council Assets**

i) ***Recreation Ground security and Ball Court repairs update***

Clerk/PO advised works have commenced.

ii) ***Skate Park maintenance***

A resident reported possible issues. Cllr R Wyatt agreed to inspect and report back. Annual inspection is due in November.

iii) ***Buttway posts***

Clerk/PO advised the wooden boundary posts need replacing due to age and vehicle damage. Clerk/PO to obtain a quote for replacement concrete posts and for them to be raised so more visible by cars reversing.

iv) ***Solar lighting in Cliffe Woods car park***

Clerk/PO advised this is in hand; Cllr F Harper is hoping to obtain quote for review at full Council meeting.

v) ***Policy for use of pesticides at allotments***

Cllr R Wyatt advised this is progressing.

vi) ***CCTV on allotment approach road***

Clerk/PO is obtaining a quote from CCTV installer.

vii) ***Update on agreed new signage***

Signage is now being installed. It was raised by Cllr J Wenban that, in addition to signage at the defibrillator boxes, there should be more awareness of where all the defibrillators are located. It was proposed by Cllr B Dibble, seconded by Cllr S Fenney to create an information page on the website which could be extended across social media pages and also on the noticeboards, **all agreed**.

viii) ***Update on Memorial Hall trees***

Clerk/PO advised the contractor has been asked to commence work and an update is awaited.

7 Council Policies

i) Handling of DBS Certificate Information Policy

Clerk/PO circulated the Policy. It was proposed by Cllr B Dibble, seconded by Cllr K Kentell to recommend to full Council that the policy be adopted, **all agreed.**

8 Personnel Matters

Clerk/PO reported that a candidate for the vacant Assistant Clerk/RFO position has made contact. The candidate has been asked to provide a full CV and formal application and this will be reviewed by the Personnel Committee.

The Chair thanked everyone for attending and the meeting was closed at 20:45

A Jack, Clerk/PO
09/10/24

Signed as a true record of proceedings:

Chair Date