



# Cliffe and Cliffe Woods Parish Council

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

## F&GP MINUTES

Minutes of the Finance & General Purposes Committee Meeting held on Tuesday 3rd October 2023 7:30 pm at St Helens House, Buttway Ln, Cliffe, ME3 7QP.

Councillors Present: Robert Wyatt (Chair), Ken Kentell (Vice Chair), Barry Dibble, Sandra Fenney, Vivienne Walton, Joan Darwell, Ray Letheren, Jim Wenban  
Cllr Chris Fribbins also attended as a non committee member.

Council Staff Present: Alex Jack – Clerk Proper Officer  
Lissi Watt - Assistant Clerk & RFO

### 1 Apologies for Absence

No absences.

### 2 Declarations of Interest

Ongoing declarations are published on the parish council website. No new declarations of interests or lobbying were made.

*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 5th September 2023

It was resolved to accept the minutes as a true reflection of the prior meeting. All agreed.

### 4 Matters Arising from Minutes of Prior Meeting

None

### 5 Finance

#### a Month End Reports

The RFO gave a verbal report on the prior months transactions and reconciliation.

#### b Payments for Approval

The payments for authorisation report was reviewed by the committee.

#### c PAYE Payments for Authorisation

It was proposed by Cllr R Wyatt and seconded by Cllr B Dibble that PAYE payments are authorised. 5 agreed 1 abstention.

#### d Other Financial Matters

##### i. Quarter Two 2023-2024 Budget Review

The committee reviewed the Q2 budget documents.

There was a discussion regarding grants to be paid by the council. It was raised that although grants are in the 2023/24 budget, no grants are to be paid out until agreed by full council.

It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that it be recommended to full council that Rialtas be upgraded to Rialtas Cloud to allow the Clerk to access to the financial records of the council as well as the Allotment management module. 3 agreed, 3 abstentions.

The need for DBS checks was discussed.

Cllr Wenban and Cllr Letheren left the meeting.

- ii. **2024/2025 Draft Budget**  
The draft budget was reviewed and discussed by the committee.

- iii. **Internal Audit**  
The internal audit half yearly review is booked for Tuesday October 24<sup>th</sup>.

## 6 Council Assets

### a Cliffe Allotments

A verbal report was given on the allotments.

### b Childrens Play Area

It was discussed that the work completed at the play area is fantastic. The gate at the village club has been fixed. Scramble net has now been fixed and the tractor tire work has been done.

### c Recreation Ground & Containers

Norse believe the soil as agreed has been delivered. Norse did not quote for the holes in the pitch to be filled. Clubs to fill holes with provided soil.

- i. **Protecting the recreation ground**

The ongoing issue of vehicles on the recreation ground was discussed including potential fencing, boulder relocation and two Cllrs having met with the police regarding crime in the area.

- ii. **Container electrical safety checks**

Cllr Wyatt met with an Electrician. An estimate is to be received but an exact quote can not yet be provided.

- iii. **CCTV Signage**

The Clerk reported that the signs have now been received and placement has been agreed with the village club.

- iv. **Litter Bin**

The potential to place a bin at the recreation ground to help prevent litter was discussed. Norse have been asked for a quote. Any bin to be placed in view of CCTV.

- v. **Norse Update**

The Clerk reported that Norse are attending the recreation ground to pick up litter but the time is variable. It was mentioned that the play park has never looked so tidy.

**Action: Clerk** to contact Norse regarding excess litter in areas across the parish but most notably, areas in Cliffe. Clerk to also mention trimming of a tree to allow the display of a disabled sign.

- vi. **MB Landscapes Quotation**

The Clerk received a quote from MB Landscapes however the work is no longer required.

### d Other Parish Assets

- i. **Parish Tree Planting**

The Clerk contacted Medway council regarding the planting of more trees in the parish. The response was that it may be considered in Medway's budget for the next financial year. Issues with watering new trees to be considered.

- ii. **Donated Noticeboard Location**

Yet to be considered.

- iii. **Memorial Hall Drains**

Awaiting quote from company on headed paper.

### e Health & Safety Matters

**Action: Clerk** to book annual inspection of play area.

## 7 Parish Events

Cllr Darwell reported that the bonfire event planning is underway and she has arranged for a risk assessment to be completed. Cllr Darwell & the Clerk are to work together to ensure all insurance conditions are met.

It was raised that the Parish Council may wish to consider a piece of land.

**Action: Cllr Darwell** to look further into the possibility.

*In view of the confidential nature of Personnel Matters, any attending members of the public and press were excluded from the meeting for the duration of the following item.*

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**Personnel Matters**

Personnel Matters were discussed by the Committee.

**Action: Clerk** to draft a letter for approval at full parish council meeting.

The meeting was closed at 21:33

*Lissi Watt*

Assistant Clerk & RFO to the Council 3<sup>rd</sup> October 2023