



# 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

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 6<sup>th</sup> August 2024 at St Helens 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 9<sup>th</sup> July 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) *Quote for Small Memorial Hall car park repairs/Buttway hatching lines*
    - ii) *Play Area picnic benches update*
    - iii) *Quote for maintenance work in Changing Rooms*
- 6 **Council Assets**
  - i) *Kent Tree Planting Scheme*
- 7 **Council Policies**  
*Progress review from Clerk/PO*
- 8 **Social and Digital Media**  
*Proposal for new sub committee - Cllr D Bishop*
- 9 **Fly tipping at Pickles Way/Mead Wall, Cliffe**  
*Meeting update - Cllr J Darwell/MSEP*

**10 Highparks Medical Practice**  
*Residents' survey*

*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.*

**10 Personnel Matters**

- i) Staff vacancy update*
- ii) Clerk's report*

A Jack, Clerk/PO. 31/07/24

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