



Cliffe and Cliffe Woods Parish Council
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

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

F&GP MINUTES 7TH JANUARY 2025

- Councillors Present** Robert Wyatt (Chair), Barry Dibble, Ray Letheren, Jim Wenban
Also Chris Fribbins (non-committee member)
- Council Staff Present** Alex Jack (Clerk/PO), Helen Symmons (Locum RFO)

The meeting opened at 19.30

- 1 **Apologies for Absence**
Cllrs: Kentell, Darwell and Fenney
The Committee **RESOLVED** to accept apologies for the reasons given.
- 2 **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
Cllr Fribbins – Cliffe Woods Community Centre

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 12th November 2024**
Following a proposal (Cllr Dibble, seconded Cllr Letheren) the Committee **RESOLVED** the minutes which were signed by the Chair.
- 4 **Matters Arising from Minutes of Prior Meeting**
None
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
Locum RFO advised on the reports which were reviewed. The grants to St Helen’s Church, Cliffe and the Cliffe and Cliffe Woods Community Association to be paid as well as the outstanding balance of the grant to Cliffe Memorial Hall. The Bank reconciliation for November will be presented to Council.
 - b. **Payments for Approval**
RESOLVED to present the payments from the cancelled F&GP meeting in December to Council as follows:

| Payments for Authorisation | | | | | | |
|------------------------------------|-----------------------------------|---|-------------------------|------------|---|--|
| | | | | | | |
| | Meeting Date: | 10/12/2024 | | | | |
| | Meeting Type: | F&GP | | | | |
| | Recommendation | Delegated authority as no Council in December | | | | |
| Payment To | Payment Detail | Cost ex VAT | Budget | Minute Ref | Power | |
| 1 Structural Steel Consultancy Ltd | Barriers and gate at Buttway | £3,169.53 | Buttway/Village Imp EMR | | Open Spaces Act 1906 ss9-10 | |
| 2 Aardvark Electronic Security | CCTV at rear of village club | £676.00 | Village Imp EMR | | LG & Rating Act 1997 s.31 | |
| 3 Btd Electrical Ltd | Solar lights P/side Parade c/park | £1,008.00 | Village Imp EMR | | Parish Councils Act 1957 s3 & Highways Act 1980 s.301 | |

- c. **PAYE Payments for Authorisation**
RESOLVED to ratify the November payments made under delegated authority.
RESOLVED the December payments

- d. **Other Financial Matters**
 - i) Internal Control – Bank Payment Authorisation system **NOTED**.
 - ii) Internal Control – Bank Reconciliations to be verified **NOTED** and confirmation will be provided by Cllr Fenney in due course.
 - iii) Review of Bank Signatories. The Committee **RESOLVED to recommend to Council** that Cllr Fenney be withdrawn as a bank signatory and other Councillors be asked to become bank signatories.
 - iv) Receipts and Payments November 2024 and December 2024. The Committee **RESOLVED to recommend to Council**.
 - v) Budget 2025-26. Following a proposal (Cllr Dibble, seconded Cllr Letheren) the Committee **RESOLVED to recommend** the draft budget to Council.
 - vi) Precept 2025-26. Following a proposal (Cllr Dibble, seconded Cllr Letheren) the Committee **RESOLVED to recommend** a precept demand of £91,202 and Band D equivalent of £43.56 (£40.60 2024/25) meaning no percentage rise for residents.

- e. **Council Assets**
 - i) Cliffe Play Areas yearly inspection. The Committee **NOTED** the report and that some of the items with moderate risk had been rectified already.
 - ii) Historic Noticeboard. There was nothing further to report.
 - iii) Tree Planting. The Chair provided an update on planting and potential areas that required attention. The Committee made suggestions regarding possible solutions which the Chair will follow up on.
 - iv) Food Vendors on Parish Council land. It was noted that there had been a few issues, which will continue to be tackled when they arise.
 - v) Community Award Scheme 2025. Nominations are required. The Clerk will reshare nomination information on social media and request nominations from Councillors for the next Council meeting.

- f. **Council Policies**
 Following a proposal (Cllr Dibble, seconded Cllr Letheren) the Committee **RESOLVED to recommend** the Risk Management Policy and Risk Register to Council for review and adoption.

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.

6 Personnel Matters

- i) Staffing – it was **NOTED** that the annual appraisal for the Clerk was due and this will be arranged.

The meeting closed at 20.22

Minute taker: H Symmons, Locum RFO

Signed as a true record of proceedings:

Chair

Date