



Cliffe and Cliffe Woods Parish Council

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

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✉ clerk@cliffeandcliffewoods-pc.gov.uk

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

Committee Members; you are summoned to attend the Finance & General Purposes Committee Meeting starting at 7:30pm to be held on **Tuesday 3rd October 2023 7:30 pm at St Helens House, Buttway Ln, 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 5th September 2023

4 Matters Arising from Minutes of Prior Meeting

5 Finance

a Month End Reports

To review financial reports provided by the RFO to cover the prior months transactions and reconciliation.

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 evidence for PAYE payments paid in arrears & authorise where appropriate.

d Other Financial Matters

i. Quarter Two 2023-2024 Budget Review

ii. 2024/2025 Draft Budget

iii. Internal Audit

6 Council Assets

a Cliffe Allotments

b Childrens Play Area

To discuss the ongoing work.

c Recreation Ground & Containers

- i. **Protecting the recreation ground**
To discuss the ongoing issue of vehicles on the recreation ground including potential fencing, boulder relocation, Kent Police involvement and other security measures.
- ii. **Container electrical safety checks**
- iii. **CCTV Signage**
- iv. **Litter Bin**
- v. **Norse Update**
Clerk to give an update on the works completed by Norse
- vi. **MB Landscapes Quotation**
- d **Other Parish Assets**
 - i. **Parish Tree Planting**
 - ii. **Donated Noticeboard Location**
 - iii. **Memorial Hall Drains**
To receive an update on the drains works if available.
- e **Health & Safety Matters**

7 Parish Events

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

8 Personnel Matters

To discuss active personnel matters.

Lissi Watt

Assistant Clerk & RFO to the Council 27th September 2023

Note to all Councillors: You are welcome to attend meetings of committees of which you are not a member but only committee members may vote.