



# Cliffe and Cliffe Woods Parish Council

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

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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 9th April 2024. 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 12<sup>th</sup> March 2024**
- 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.*  
*Rialtas Invoices Received.*
  - c **PAYE Payments for Authorisation**  
*To review evidence for PAYE payments paid in arrears & authorise where appropriate.*
  - d **Other Financial Matters**
    - i. *First look at draft year end accounts.*
- 6 **Policy & Procedure Review**
  - a. *Standing Orders Review*
  - b. *Grant Policy & Terms*
  - c. *Events Grant Application Form*
- 7 **Council Assets**
  - a **Cliffe Allotments**
    - i. *To discuss any issues or reports arising.*

b **Children's Play Area**

*Play area gate update.*

c **Recreation Ground & Containers**

*To discuss any issues or reports arising including the ongoing work to protect the recreation ground.*

**Other Parish Assets**

d i. *Quotes for Cliffe Woods Car Park*

ii. *Audit of Parish Council Assets*

8 **Parish Events**

*To discuss the release of funds to support a D Day Landing Event being held in the parish.*

9 **Highparks Medical Practice**

*Feedback to residents*

*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**

a. *Receipt of staff DBS Checks as circulated.*

b. *Clerks report.*

c. *Staff Annual Leave.*

*Lissi Watt*

Assistant Clerk & RFO to the Council

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.