



# Cliffe and Cliffe Woods Parish Council

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

Minutes of the Finance & General Purposes Committee Meeting held on 9th January 2024 at St Helen's House, Buttway Lane, Cliffe ME3 7QP.

## F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Ken Kentell (Vice Chair), Barry Dibble, Sandra Fenney, Vivienne Walton, Ray Letheren, Jim Wenban

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

### 1 Apologies for Absence

Cllr Joan Darwell was absent.

### 2 Declarations of Interest

Cllrs. K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust  
Cllr V Walton notified the committee of her membership of Cliffe and Cliffe Woods Community Association.

*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 5<sup>th</sup> December 2023

It was resolved to accept the Minutes.

### 4 Matters Arising from Minutes of Prior Meeting

It was proposed by Cllr B Dibble and seconded by Cllr J Wenban that it be recommended to full council that all grants, including the graveyard maintenance grant and two community halls regularly supported by the council are applied for annually using the full grants application process as per the current policy. **All agreed.**

### 5 Finance

#### a Month End Reports

Financial reports provided by the RFO to cover the prior months transactions and reconciliation were reviewed.

#### b Payments for Approval

None on this agenda for approval.

#### c PAYE Payments for Authorisation

It was proposed by Cllr B Dibble and seconded by Cllr R Letheren that the payroll payments as presented be authorised. **All agreed.**

#### d Other Financial Matters

##### i. Internal Audit

The interim audit report was reviewed and discussed. No items of serious concern were present and all points raised had either been addressed before the production of the report or will be addressed in due course as each matter arises. **Action: RFO** to contact the internal auditor to seek clarification on the situation regarding public attendance at committee meetings.

ii. **Other financial matters arising**

The matter of renewing the pre-paid 10 hours of IT support with NorthStar IT was discussed. The Council are using approximately 45minutes of IT support per month and on December 8<sup>th</sup> had 2 hours of support left on the current pre-paid package.

It was proposed by Cllr R Wyatt and seconded by Cllr R Letheren to authorise staff to purchase a new IT support package if needed before April, otherwise to be purchased in April 2024 using the 2024/2025 budget. **All agreed.**

**6 Council Assets**

Cllr K Kentell raised that Cliffe Woods car park has an excess amount of litter present.

**Action: Clerk** to resolve the matter with the contractor.

a **Cliffe Allotments**

It was noted that the allotment invoices are due to be sent in March. Rialtas Cloud Software should be in place by then.

b **Children's Play Area**

The inspection report for the play area was re-sent to all Cllrs.

c **Recreation Ground & Containers**

The Clerk reported that a light is still permanently on in the rugby storage container.

i. **Protecting the recreation ground**

The Clerk reported on the ongoing issues of antisocial behaviour and vehicles using the recreation ground. An article is being published in the February edition of Village Voices highlighting the problem.

ii. **Container electrical & safety checks**

It was noted that inspection reports for emergency lighting and fire alarms are now due.

**Action: Cllr R Wyatt** will contact the contractor

d **Other Parish Assets**

i. **Defibrillator Grant Application**

Current defibrillator locations were discussed alongside potential locations for another if grant funding should be awarded to provide it.

**Action: Clerk** to contact the landlord of The Six Bells Public House in Cliffe regarding the potential placement of a further defibrillator.

**7 Parish Events**

No events on this agenda

**8 White lines & cats' eyes on the B2000**

Cllr J Wenban raised that the B2000 white lines and cats' eyes are in need of renewal. Cllr K Kentell raised the potholes on the B2000.

Cllr V Walton raised that double yellow lines need to be placed on both sides of the road outside of the Cliffe Woods car park. Currently they exist on the side of the car park only but are not present opposite.

The Clerk raised that a contractor has left a large amount of excavated dirt and concrete on the grassed area opposite the Cliffe Woods car park exit which is land belonging to Medway Council.

**Action: Clerk** to write to appropriate authority and contact the contractor.

*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.*

**9 Personnel Matters**

No personnel matters were discussed.

The meeting was closed at 20:20.

*Lissi Watt* - Assistant Clerk & RFO to the Council

Signed as a correct record of proceedings:

Chair:

Date: