



Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

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

Minutes of the Finance & General Purposes Committee Meeting held at **7:30pm on Tuesday 5th December 2023. St Helens House, Buttway Ln, Cliffe, ME3 7QP.**

F&GP Minutes

Councillors Present: Ken Kentell (Meeting Chair), Barry Dibble, Sandra Fenney, Joan Darwell, Ray Letheren, Jim Wenban
Council Staff Present: Alex Jack – Clerk Proper Officer
Lissi Watt - Assistant Clerk & RFO

1 Apologies for Absence

Cllr Vivienne Walton, Cllr Robert Wyatt
It was resolved to accept apologies.

2 Declarations of Interest:

Ongoing declarations as published: Cllr. K Kentell, – Cliffe and Cliffe Woods Community Trust.
No new declarations of interests or lobbying were made.
The clerk clarified the situation regarding dispensation to vote requests. Cllr J Darwell and S Fenney notified the committee of their resignations from Cliffe Memorial Hall.

Adjournment of the meeting to allow the public or press to comment.
No member of the public attended.

3 Approval of Minutes of Meeting held on 7th November 2023

It was proposed by Cllr K Kentell to adopt the minutes pending change of wording to item 5a from '1 agreed, 1 against' to '3 for, 1 against'. 5 for, 1 abstention.

4 Matters Arising from Minutes of Prior Meeting

None raised.

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 K Kentell that the payroll payments as presented be authorised. All agreed.

d Other Financial Matters

i. Grant Payments

The accounts of the two community halls were discussed. It was proposed by Cllr K Kentell that budgeted grants are reviewed for 2023/24.

It was counter proposed by Cllr B Dibble and seconded by Cllr J Darwell to pay the grant money in full as per the agreed 2023/24 budgeted amounts for the halls and church. 3 for, 3 against. Casting vote against.

Final decision to be discussed and ratified at full council meeting.

- 6 Council Assets**
- a **Cliffe Allotments**
No reports received.
 - b **Childrens Play Area**
The play area safety inspection was discussed. The Clerk has sent the recent safety inspection report to Cllrs. The wet pour play surface is still to be done. New gate has now been ordered.
 - c **Recreation Ground & Containers**
No reports received.
 - i. ***Protecting the recreation ground***
The ongoing issue of vehicles on the recreation ground was discussed. Damage to pitch by dirt bikes/quad bikes has been reported by the rugby club who use it. Some CCTV evidence has been gathered regarding the pitch damage to be provided to the police.

The existing play park gate may fit an area of the recreation ground to help limit bike access.
 - ii. ***Container electrical safety checks***
No report received.
 - iii. ***Litter Bin***
No quote yet received.
 - d **Other Parish Assets**
 - i. ***Donated Noticeboard***
The Clerk is happy to report that Esquire have offered to install a brand-new noticeboard, header and fitting for the use of the parish council on the Esquire development. Ongoing maintenance needs will be met by Esquire.
 - ii. ***Memorial Hall Drains***
No report on drains work as of yet.

- 7 Parish Events**
None on this agenda.

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**
No personnel matters on this agenda.

The meeting was closed at 20:20.

Lissi Watt

Assistant Clerk & RFO to the Council.

Signed as a correct record of proceedings:

Chairman:

Date: