



Cliffe and Cliffe Woods Parish Council

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

The Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 12th November 2024 at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

Councillors Present Robert Wyatt (Chair), Ken Kentell (Vice Chair), Joan Darwell, Barry Dibble, Sandra Fenney, Ray Letheren, Jim Wenban
Council Staff Present Alex Jack (Clerk/PO), Helen Symmons (Locum RFO)

1 Apologies for Absence
None.

2 Declarations of Interest: Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
Cllr K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club, wHoo Cares Short Mat Bowls Club, Cllr J Darwell – Cliffe Memorial Hall

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 8th October 2024
Proposed by Cllr B Dibble, seconded by Cllr K Kentell, **all agreed.**

4 Matters Arising from Minutes of Prior Meeting
None.

5 Finance

a. Month End Reports

Locum RFO advised on the reports which were reviewed.

b. Payments for Approval

None.

c. PAYE Payments for Authorisation

Payments paid in arrears were reviewed. It was proposed by Cllr S Fenney, seconded by Cllr B Dibble that October payroll be authorised for payment, **all agreed.**

d. Other Financial Matters

i) Draft 2025/26 budget proposals

Locum RFO advised on the budget prepared which was reviewed. It was proposed by Cllr B Dibble to recommend to full Council that 2 items be amended and the budget lowered accordingly, seconded by Cllr K Kentell, **all agreed.**

- ii) Locum RFO advised that in accordance with our Financial Regulations Item 2.6, a member needs to verify the bank reconciliation monthly. The member cannot be the Chair or a signatory on the bank account.
Locum RFO further advised internal control checks need to be carried out quarterly and a Bank Authorisation Form has been produced to be completed for every invoice accordingly.
It was proposed by Cllr B Dibble, seconded by Cllr S Fenney to seek members from the next full Council meeting to complete the checks, **all agreed**.
- iii) A 10 year tenure request has been received from Cliffe Woods Colts FC in order that a grant may be obtained from the Football Foundation to help fund maintenance of the pitch on the Cliffe Recreation Ground. It was proposed by Cllr B Dibble, seconded by Cllr K Kentell to recommend to full Council that this is approved in principle subject to a satisfactory proposal from Cliffe Woods Colts FC, **all agreed**.
- iv) The replanting of trees following removal of some diseased and others for access purposes was discussed. It was proposed by Cllr R Wyatt, seconded by Cllr K Kentell to replace trees on the Parish Council owned land, **all agreed**.
Action: Cllrs J Darwell/ J Wenban to forward price and supplier information.

e.

Council Assets

- i) Clerk/PO advised on quotes received:
 - a) Solar lights in Cliffe Woods car park. Quotes received were discussed and it was thought that installation should take place as soon as possible to benefit the area during the darker months. It was proposed by Cllr B Dibble, seconded by Cllr K Kentell to recommend to full Council to approve the quote from Btd Electrical Ltd., **all agreed**.
 - b) Extension of CCTV cameras at rear of Village Club, Cliffe. It was proposed by Cllr J Wenban, seconded by Cllr R Wyatt to recommend to full Council to accept the quote from Aardvark Electronic Security, **all agreed**.
 - c) Replacement of posts on The Buttway, Cliffe. It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to recommend to full Council to accept the quote from Structural Steel Consultancy Ltd., **all agreed**.
 - d) Repairs to soft play matting, Cliffe Play Area. Repairs are urgent and it was proposed by Cllr K Kentell, seconded by Cllr R Wyatt to accept the quote from Medway Norse and for these to be carried out as soon as possible, **all agreed**.
Action: Clerk/PO to instruct Norse
- ii) Cliffe Play Areas yearly inspection
Clerk/PO advised inspection is now due and a quote has been received from Safeplay, same price as last year. It was proposed by Cllr K Kentell, seconded by Cllr R Letheren that the inspection is booked; this has already been budgeted for, **all agreed**.
Action: Clerk/PO

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Personnel Matters

- i) Staffing
 - a) Locum RFO advised the Local Government Services Pay Agreement 2024 has been received and will be implemented and backdated to April for the Clerk/PO.
 - b) Locum RFO advised the staff holiday pay system changed in 2020 and this has now been implemented for the Clerk/PO.

The Chair thanked everyone for attending and the meeting was closed at 20:55.

A Jack, Clerk/PO
13/11/24

Signed as a true record of proceedings:

Chair Date