



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

Committee Members; you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 12th March 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 13th February 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.
 - c **PAYE Payments for Authorisation**
To review evidence for PAYE payments paid in arrears & authorise where appropriate.
 - d **Other Financial Matters**
 - i. *Grant Request from City of Rochester School*
- 6 **Policy & Procedure Review**
Standing Orders
- 7 **Council Assets**
 - a **Cliffe Allotments**
 - i. *To discuss any issues or reports arising.*
 - b **Children's Play Area**
Play area gate installation.

c **Recreation Ground & Containers**

- i. *Recreation field pitch renovation*
- ii. *Recreation field barrier design*
- iii. *Rubbish bin in play/recreation area*

Other Parish Assets

- d *None on this agenda*

8 Parish Events

D Day Landing event draft budget.

9 Meeting Frequency

- a. *To discuss the suggestion of fewer meetings held with potential summer and Christmas recesses.*

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.

11 Personnel Matters

No personnel matters on this agenda.

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.