



# Cliffe and Cliffe Woods Parish Council

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

Finance & General Purposes (F&GP) Committee Meeting held **Tuesday 5<sup>th</sup> September 2023 7:30 pm at St Helens House, Buttway Ln, Cliffe, ME3 7QP.**

## F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Ken Kentell (Vice Chair), Barry Dibble, Sandra Fenney, Vivienne Walton, Joan Darwell, Ray Letheren, Jim Wenban  
Cllr Chirs Fribbins attended as a non-committee member.

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

### 1 Apologies for Absence

Cllr Ken Kentell was not present. No known prior apology.

### 2 Declarations of Interest: Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

Ongoing declarations are published on the parish council website. No new declarations of interests or lobbying were made.

*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 1<sup>st</sup> August 2023

It was proposed by Cllr B Dibble and seconded by Cllr V Walton that the minutes of the prior meeting be accepted as a true record of events. 3 agreed, 2 abstentions.

### 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 by the Committee member present. No questions were raised.

#### b Payments for Approval

*To review payments yet to be made and make recommendations to the full council.*

It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that the payment listed on the payments for authorisation report be recommended to full council for authorisation. 5 agreed, 1 abstention.

*Cllr K Kentell arrived.*

#### c PAYE Payments for Authorisation

PAYE reports for month 6 were reviewed.

It was proposed by Cllr B Dibble and seconded by Cllr S Fenney that the PAYE payments as presented by the RFO be authorised for payment. 6 agreed, 1 abstention.

d **Other Financial Matters**

i. **Coronation Events Final Accounts**

An image of the accounting for the event was received however some confusion arose. RFO has requested the original spreadsheet is provided for clarification.

**Action: RFO** to provide spreadsheet for clarification once it has been received.

ii. **Internal Audit 2023/24**

It was proposed by Cllr V Walton and seconded by Cllr S Fenney that Lionel Robbins be engaged as the internal auditor for the Parish Council for the 2023/24 financial year. 5 agreed, 1 abstention.

**Action: RFO** to engage new Internal Auditor as agreed.

iii. **The Neighbourhood Plan Budget**

The RFO gave a verbal report on the Neighbourhood Plan budget status.

It was proposed by Cllr B Dibble and seconded by Cllr J Darwell that £350 be transferred from General reserves to cover the shortfall in the neighbourhood plan budget. 4 Agreed, 2 abstentions.

iii. **Rugby & Football Club Invoices**

Invoices have been sent. Awaiting payment.

6 **Council Assets**

a **Cliffe Allotments**

The budgeted income for the allotments has been exceeded.

b **Childrens Play Area**

Cllr J Wenban gave a verbal report on his continuing refurbishment work in the Play Area

The Clerk reported they had spoken to club and provided details of gate compliance issues. The club plan to have a meeting regarding it.

Cllr Joan reported that older children are playing football while wearing studded football shoes inside the children's play area.

**Action: Clerk** to contact football clubs to ask if they could remind their participants not to play in ball games in the children's play area.

Cllr J Wenban proposed to replace the bench in the park with a picnic bench. Cllr B Dibble seconded & all agreed.

**Action: Clerk** to obtain quotes for picnic benches.

**Action: Clerk** to book annual inspection of play area.

c **Recreation Ground & Containers**

i. **Protecting the recreation ground**

The Clerk reported a complaint received about the quad bikes on the recreation ground being a nightly problem. The Clerk is liaising with the police on the matter. There was a discussion on what the council can do to limit access for these vehicles.

**Action: Cllr J Darwell** to contact someone regarding the moving of the park boulders.

ii. **Container electrical safety checks**

Cllr R Wyatt reported that the electrician raised there is no earth pit. Other safety recommendations have also been made.

**Action: Clerk** to obtain 3 quotes for safety certificate works.

iii. **Signage**

CCTV signage was discussed as well as a sign for the recreation ground. CCTV is to be upgraded on 12<sup>th</sup> September.

It was proposed by Cllr J Wenban and seconded by Cllr B Dibble that the Clerk purchase the required notification of CCTV signs. All agreed.

**Action: Clerk** to purchase signs and arrange for their installation.

Quotes are being obtained for a sign at the children's play area to state the area is run by Cliffe & Cliffe Woods Parish Council.

iv. **Quotes for gates**

It was raised that the two gates in children's play area not meeting regulations. One gate is the property of the club as discussed. Research by Cllr Wenban shows the clubs gate costs £3000 for a new replacement or £1702 if quote for bespoke gate was accepted. Cllr J Wenban gave a full description of the main gate into the play area with wide access requirements. A bespoke solution has been designed equalling £3000 net cost.

d **Other Parish Assets**

i. **Parish Tree Planting**

**Action: Clerk** to contact Medway Council regarding the planting of more trees in the parish.

e **Health & Safety Matters**

**Action: Clerk** to add to agenda for discussion at the Parish Council meeting.

7 **Parish Events**

Cllr J Darwell raised the matter of the insurance for a Guy Fawkes event. The Clerk is looking into possibility of the parish council's insurance covering the event.

**Action: Clerk** to contact The Bells Public House to see if they have a key to the gate.

*In view of the confidential nature of Personnel Matters, any attending members of the public or press were excluded from the meeting for the duration of the following item.*

8 **Personnel Matters**

Personnel matters were discussed.

It was proposed by Cllr B Dibble that the council accept the quote for cleaning services received by Norse. All agreed. To be ratified at a full council meeting.

**The meeting was closed at: 21:26**

*Lissi Watt*

Assistant Clerk & RFO to the Council 12<sup>th</sup> September 2023