



Cliffe and Cliffe Woods Parish Council

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

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 11th February 2025 at St Helen's House, 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 in relation to business on the agenda. Maximum 10 minutes per person, total maximum adjournment of 30 minutes.
- 3 **Approval of Minutes of Meeting held on 7th January 2025**
- 4 **Matters Arising from Minutes of Prior Meeting**
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
To review financial reports provided to cover the prior months' transactions and reconciliation reports since the last meeting
 - b. **Payments for Approval**
To review payments yet to be made.
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise where appropriate and to ratify November 2024
 - d. **Other Financial Matters**
 - i) Internal Control – Bank Reconciliation checks by Cllr Fenney
 - ii) Receipts and Payments January 2025.
 - iii) Bank Interest on credit balances. Interest rate for the NS&I account is 1% p.a. and for the Nat West reserve account, has decreased to 1.25% from 1.35% with effect from 24th January 2025. The Locum is researching alternative products and will report back at the March meeting.
 - iv) Precept 2025-26. Following the Council meeting 16th January 2025, Medway Council advised a revision to the tax base for 2025/26. As a result, the precept for a Band D property will now be £43.67 (£40.60 2024/25). This is a 0.2% rise.

The total precept figure remains at £91,202 and the precept demand has been submitted to Medway Council.

- v) EMR Parish Events. Minute 267 iv (Council 16th November 2023) resolved to set up an EMR for Parish Events. It was discovered this month that this was never completed. £4000 has now been transferred from General Reserve to this new EMR. Council approved during this financial year 2 event payments totalling £2000 and this amount will now be correctly accounted for and balances due in respect of grants paid appropriately.

e. **Advisory Matters for Council to consider**

- i) Trees. It is **RECOMMENDED** that a tree survey be undertaken on any trees that are the responsibility of Cliffe and Cliffe Woods Parish Council.
- ii) Social and Digital Media – report by Cllr Wenban
- iii) Kent County Council – Parish Council Support Scheme. Round 3 now extended until 21/2/25 – report by Chair.
- iv) St Helen’s House outside lighting – report by Clerk/PO

f. **Council Policies for recommendation to Council to adopt**

- i) **Tree Management Policy**
- ii) **Terms of Reference: F&GP, Planning and Personnel Committees** – these documents have not been reviewed since 2020 and it is recommended that Council review now to comply with 2024/25 governance for AGAR purposes. The document should subsequently be reviewed in accordance with Standing Order 5J at the Annual Council meeting in May.

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.

6 Personnel Matters

- i) Staffing

All Councillors are welcome to attend, however only committee members may vote.

H Symmons, Locum RFO, 06/02/25