



# 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 7<sup>th</sup> January 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.  
Maximum 10 minutes per person, total maximum adjournment of 30 minutes.

### 3 Approval of Minutes of Meeting held on 12<sup>th</sup> November 2024

### 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 Payment Authorisation. The new system has been implemented.
- ii) Internal Control – Bank Reconciliation. The September and October reconciliations are ready to be verified. Cllr Fenney will undertake this once she is no longer a bank signatory.

- iii) Review of Bank Signatories. Cllr Fenney wishes to be withdrawn as a bank signatory. It is **RECOMMENDED** that other Councillors be resolved by Council to be bank signatories as at present there is a shortage to agree bank payment authorisations.
- iv) Receipts and Payments November 2024 and December 2024.
- v) Budget 2025-26. Following receipt of the tax base figure from Medway District Council it is **RECOMMENDED** that a slight alteration be made to the previously agreed draft budget (Long term Village Improvements £3895) and that this new budget is now recommended to Council.
- e. vi) Precept 2025-26. Medway District Council have advised that the tax base for 2025/26 is 2093.70. Based on the presented budget, it is **RECOMMENDED** that the Precept demand for Cliffe and Cliffe Woods Parish Council be £91,202. The precept for a Band D property would be £43.56 (£40.60 2024/25) meaning no percentage rise for residents. It is recommended that these figures be presented to Council for approval.

#### **Council Assets**

- i) Cliffe Play Areas yearly inspection. This has now been carried out and a summary report is submitted on each area.
- ii) Historic Noticeboard
- iii) Tree Planting
- iv) Food Vendors on Parish Council land
- v) Community. The KALC Community Awards Scheme 2025 is seeking nominations by 7<sup>th</sup> February. The Committee is asked to consider this for recommendation to Council in January. The aim is to acknowledge and give recognition to those that have made a significant contribution to their local community. Anyone can be nominated that the Council thinks merits an Award. The person/group must live or work within the Council boundary.

#### f. **Council Policies**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control. Additionally, to comply with Assertion 5 on the Governance Statement on the Annual Governance and Accountability Return (AGAR), the Council needs to carry out an assessment of the risks it may face and take appropriate steps to manage those risks. The following two documents ensure that the Council will be compliant in this respect and it is **RECOMMENDED** that this Committee review and recommend adoption to full Council.

- a) **Risk Management Policy**
- b) **Risk Register**

*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.