



## Cliffe and Cliffe Woods Parish Council

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Clerk/PO Mrs Alex Jack and Clerk/RFO Mrs Helen Symmons

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 7<sup>th</sup> October 2025**  
at **7.30pm at St Helen's House, Cliffe, ME3 7QP**

### F&GP MINUTES

**Councillors Present:** Robert Wyatt (Chair), David Bishop, Barry Dibble, Ken Kentell, Jim Wenban  
**Council Staff Present:** Alex Jack (Clerk/PO)

- 1 **Apologies for Absence**  
Apologies received for Cllr R Letheren were **accepted**.
- 2 **Declarations of Interest**  
K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club, wHoo Cares Short Mat Bowls Club
- 3 **Public Representation**  
None.
- 4 **Approval of Minutes of Meeting held on 9<sup>th</sup> September 2025**  
It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to accept the Minutes, **all agreed**. The Minutes were signed by the Chair.
- 5 **Finance and General Purposes**
  - a. **Month End Reports**  
Reports were reviewed and **noted**.
  - b. **Payments for Approval**  
None.
  - c. **PAYE Payments for Authorisation**  
September payroll payments were proposed by Cllr B Dibble, seconded by Cllr R Wyatt, **all agreed**.
  - d. **Other Financial Matters**
    - i) Receipts and Payments September 2025 were reviewed and **noted**.
    - ii) Allotments water charge – leak claim  
The Clerk advised she had contacted Business Stream again re the leak claim submitted to Southern Water but they confirmed it had been rejected as previously advised.
    - iii) AGAR 2024/25  
It was **noted** the Clerk/RFO confirmed the limited assurance review now complete and the external auditor had signed off with no matters raised, Completion Notice published.
    - iv) Annual Grants
      - a) Proposed by Cllr J Wenban, seconded by Cllr R Wyatt to pay annual grants of £5,000 each to Cliffe Woods Community Centre and Cliffe Memorial Hall and £1,500 to St Helen's Church, **all agreed**.

- b) It was further proposed by Cllr J Wenban, seconded by Cllr B Dibble to recommend to full Council to give a grant of £1,500 to the Emmanuel Centre, Cliffe Woods, **all agreed.**
- v) A quote for repair to the damaged boundary posts at The Buttway, Cliffe had still not been received and Cllr J Wenban will follow this up with the contractor.
- vi) The Chair advised the replacement tree planting at the Memorial Hall and allotments could now commence as previously recommended, this was agreed and **noted.**

e. **Advisory Matters for Council decisions**

- i) A grant request had been received from Cliffe Memorial Hall for £500 towards the annual Guy Fawkes event in Cliffe. It was proposed by Cllr B Dibble, seconded by Cllr J Wenban to recommend to full Council to accept, **all agreed.**
- ii) The Clerk reported on continued use of both Cliffe Woods car park and The Buttway by vehicles parking on long term, overnight or for storage purposes preventing short stay use by the community. Owners had been contacted by letter and by the Police on a few occasions. After discussion, it was proposed by Cllr J Wenban, seconded by Cllr B Dibble to recommend to full Council to investigate the possibility of using an external car park management company to oversee the use and upkeep of both sites, **all agreed.**

**6 Personnel Matters**

The Clerk advised the vacancy for Assistant Clerk was being advertised. Councillors expressed thanks to Miss Sarah O’Donoghue for her excellent work as Assistant Clerk and wished her well for the future.

The meeting closed at 20:25 and the Chair thanked everyone for attending.

Alex Jack, Clerk/PO, 08/10/2025

**Signed as a true record of proceedings:**

**Chair** ..... **Date** .....