



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons
and Mrs Parveen Comparat

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 10th March 2026 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.
3. **Public Representation:** 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.
4. **Approval of Minutes of Meeting held on 10th February 2026**
5. **Finance and General Purposes**
 - a. **Month End Reports**
January 2026 Bank Reconciliations
Actuals v Budget to end of February
 - b. **Payments for Approval**
To review payments that are outside the scope of delegation/contractual arrangements
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment
 - d. **Other Financial Matters**
 - i) Receipts and Payments February 2026
 - ii) Earmarked Reserve Movements. It is recommended that the following year end movements are made:
£7,500 car park refurbishment moved to EMR
£1,000 skate park repairs moved to EMR
£20 allotment key deposits moved to EMR
£1116.75 EMR platinum jubilee move to General Reserve
 - iii) Signage, small hall car park entrance and Recreation Ground, Cliffe
 - iv) Grant funding request – Cliffe Bowls Club
 - v) Request for event on Parish Council land – Cliffe Woods Community Association
 - vi) Policies to be introduced/reviewed – IT, Home Working, CCTV, Capability, Subject Access Request, Health & Safety at Work, Safeguarding Children & Vulnerable Adults, Press & Media
 - vii) Misuse of village car parks leading to diminishing church congregation
 - viii) Churchyard tap maintenance
 - ix) Illegal drug use and trafficking in Cliffe and Cliffe Woods car parks and surrounding areas

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) Assistant Clerk review (Clerk/PO)

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

Alex Jack, Clerk/PO, 04/03/2026



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Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons
and Mrs Parveen Comparat

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 10th February 2026 at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Harry Johnson, Joan Darwell, Barry Dibble, Jim Wenban

Council Staff Present: Alex Jack (Clerk/PO), Parveen Comparat (Assistant Clerk)

1. **Apologies for Absence**
Cllrs. K Kentell, R Letheren sent apologies which were **noted**.
2. **Declarations of Interest**
Cllr J Darwell – Cliffe Memorial Hall
3. **Public Representation**
None.
4. **Approval of Minutes of Meeting held on 13th January 2026**
Proposed Cllr H Johnson, seconded Cllr J Wenban, **all agreed**. Minutes were signed by the Chair.
5. **Finance and General Purposes**
 - a. **Month End Reports**
December 2025 Bank Reconciliations were proposed by Cllr R Wyatt, seconded by Cllr H Johnson, **all agreed**. A query was raised regarding Village Event donations amount to be confirmed by Clerk/RFO.
 - b. **Payments for Approval**
To review payments that are outside the scope of delegation/contractual arrangements
None.
 - c. **PAYE Payments for Authorisation**
January payroll payments were proposed by Cllr R Wyatt, seconded by Cllr H Johnson, **all agreed**.

Cllr B Dibble arrived.
 - d. **Other Financial Matters**
 - i) Receipts and Payments for January 2026 were proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **all agreed**.
 - ii) Risk Register and Risk Management Policy Review. Both were reviewed and discussed in detail. Committee raised concerns on the number of policies recommended and that stringent risk management may adversely limit Council activities.
Risk Register –
Staffing Issues/Health & Safety – It was raised that Council do not have a H&S advisor to undertake a homeworking assessment of staff. A freelance person to be approached.

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 5 - CCLA PSDF**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| CCLA PSDF | 31/01/2026 | | 76,118.39 |
| | | | <u>76,118.39</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 76,118.39 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 76,118.39 |
| | | Balance per Cash Book is :- | 76,118.39 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/01/2026 for Cashbook No 5 - CCLA PSDF

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u> | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|---------------------------------------|----------------------------------|
| 05/01/2026 | Inc reinvs | | 251.63 | 251.63 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| | | <u>0.00</u> | <u>251.63</u> | | | | |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 4 - Unity Trust Instant/fixed term**

7

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Unity | 31/01/2026 | | 86,822.44 |
| | | | <hr/> 86,822.44 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 86,822.44 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 86,822.44 |
| | | Balance per Cash Book is :- | 86,822.44 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/01/2026 for Cashbook No 4 - Unity Trust Instant/fixed term

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u> | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|---------------------------------------|----------------------------------|
| 23/01/2026 | Interest | | 1,713.97 | 1,713.97 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| | | <u>0.00</u> | <u>1,713.97</u> | | | | |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 05/02/2026
for Cashbook 1 - Current/Reserve Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Current Account 55081592 | 05/02/2026 | | 300.00 |
| Reserve Account 56850409 | 05/02/2026 | | 31,820.90 |
| | | | <u>32,120.90</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 32,120.90 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 32,120.90 |
| | | Balance per Cash Book is :- | 32,120.90 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 05/02/2026 for Cashbook No 1 - Current/Reserve Account

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u> | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 07/01/2026 | BACS | 1,500.00 | | 1,500.00 | | R <input type="checkbox"/> | Emanuel Centre |
| 07/01/2026 | DDR | 127.42 | | 127.42 | | R <input type="checkbox"/> | Northstar IT |
| 15/01/2026 | BACS | 1,143.38 | | 1,143.38 | | R <input type="checkbox"/> | Staff Payment |
| 15/01/2026 | BACS | 9.44 | | 9.44 | | R <input type="checkbox"/> | Staff Payment |
| 15/01/2026 | DDR | 75.49 | | 75.49 | | R <input type="checkbox"/> | Nest Pensions |
| 16/01/2026 | DC | 195.70 | | 195.70 | | R <input type="checkbox"/> | Toner Giant |
| 16/01/2026 | DC | 195.70 | | 195.70 | | R <input type="checkbox"/> | Toner Giant |
| 16/01/2026 | DC | -195.70 | | -195.70 | | R <input type="checkbox"/> | Toner Giant |
| 20/01/2026 | BACS | 12.00 | | 12.00 | | R <input type="checkbox"/> | Iris Software Ltd |
| 20/01/2026 | BACS | 504.00 | | 504.00 | | R <input type="checkbox"/> | Mazars LLP |
| 20/01/2026 | DDR | 44.97 | | 44.97 | | R <input type="checkbox"/> | EDF Ennergy |
| 20/01/2026 | BACS | 12.00 | | 12.00 | | R <input type="checkbox"/> | Iris Software Ltd |
| 20/01/2026 | BACS | 504.00 | | 504.00 | | R <input type="checkbox"/> | Mazars LLP |
| 20/01/2026 | BACS | -12.00 | | -12.00 | | R <input type="checkbox"/> | Iris Software Ltd |
| 20/01/2026 | BACS | -504.00 | | -504.00 | | R <input type="checkbox"/> | Mazars LLP |
| 21/01/2026 | VAT claim | | 439.38 | 439.38 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 23/01/2026 | DDR | 1,282.00 | | 1,282.00 | | R <input type="checkbox"/> | HMRC PAYE |
| 26/01/2026 | DDR | 558.22 | | 558.22 | | R <input type="checkbox"/> | Business-Stream |
| 30/01/2026 | Interest | | 27.12 | 27.12 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 02/02/2026 | DDR | 10.25 | | 10.25 | | R <input type="checkbox"/> | Vonage |
| 02/02/2026 | Plot fees | | 266.00 | 266.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 03/02/2026 | DC | 41.06 | | 41.06 | | R <input type="checkbox"/> | Viking Office UK Ltd |
| 04/02/2026 | DC | 697.20 | | 697.20 | | R <input type="checkbox"/> | Barcham |
| 04/02/2026 | Plot fee | | 110.00 | 110.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 05/02/2026 | Plot fee | | 62.00 | 62.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| | | <u>6,201.13</u> | <u>904.50</u> | | | | |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts & Payments by Budget 28/02/2026

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent |
|---------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|---------------|
| <u>Receipts</u> | | | | | | |
| VAT on Receipts | 359 | 0 | (359) | | | 0.0% |
| VAT Refunds | 3,376 | 0 | (3,376) | | | 0.0% |
| Income Allotment Rents | 2,978 | 4,000 | 1,023 | | | 74.4% |
| Income Football Pitch Rents | 1,663 | 1,500 | (163) | | | 110.9% |
| Income Allotment Key Deposits | 20 | 0 | (20) | | | 0.0% |
| Precept | 91,202 | 91,202 | 0 | | | 100.0% |
| Bank Interest | 4,351 | 1,000 | (3,351) | | | 435.1% |
| Other Income | 500 | 0 | (500) | | | 0.0% |
| Total Receipts | 104,449 | 97,702 | (6,747) | | | 106.9% |
| <u>Overhead Payments</u> | | | | | | |
| VAT on Payments | 4,541 | 0 | (4,541) | | (4,541) | 0.0% |
| Salaries & Wages | 15,645 | 21,750 | 6,105 | | 6,105 | 71.9% |
| PAYE & NI - HMRC | 4,018 | 0 | (4,018) | | (4,018) | 0.0% |
| Emp'ee 3% Emp'ee 5% Pension | 1,033 | 600 | (433) | | (433) | 172.2% |
| Home Allowance | 996 | 1,440 | 445 | | 445 | 69.1% |
| Staff Costs - other | 1,229 | 450 | (779) | | (779) | 273.1% |
| Mileage Claims | 352 | 1,134 | 783 | | 783 | 31.0% |
| Travelling Expenses | 49 | 100 | 51 | | 51 | 49.0% |
| Telephone Expenses | 98 | 500 | 402 | | 402 | 19.6% |
| Training Expenses | 680 | 1,000 | 320 | | 320 | 68.0% |
| Staff Professional Body Fees | 308 | 500 | 192 | | 192 | 61.6% |
| Chairman's Allowance | 12 | 200 | 188 | | 188 | 5.9% |
| Employer NI | 1,125 | 1,450 | 325 | | 325 | 77.6% |
| Insurance | 1,641 | 1,500 | (141) | | (141) | 109.4% |
| Audit Fees | 595 | 800 | 205 | | 205 | 74.4% |
| Professional Fees | 500 | 0 | (500) | | (500) | 0.0% |
| Stationery/Printing | 525 | 700 | 175 | | 175 | 74.9% |
| Computer/IT Expenses | 3,375 | 3,500 | 125 | | 125 | 96.4% |
| Postages | 0 | 150 | 150 | | 150 | 0.0% |
| Subscriptions | 1,733 | 1,650 | (83) | | (83) | 105.0% |
| Utilities | 2,234 | 5,000 | 2,766 | | 2,766 | 44.7% |
| Storage | 611 | 700 | 89 | | 89 | 87.3% |
| Salt bins & Salt | 0 | 100 | 100 | | 100 | 0.0% |
| Repairs & Maintenance | 480 | 9,250 | 8,770 | | 8,770 | 5.2% |
| CCTV | 128 | 500 | 372 | | 372 | 25.6% |
| Noticeboards | 12 | 500 | 488 | | 488 | 2.3% |
| Allotments Expenditure | 2,818 | 750 | (2,068) | | (2,068) | 375.7% |
| Play Park & Rec Grounds | 6,104 | 4,250 | (1,854) | | (1,854) | 143.6% |
| Changing Rooms expenditure | 2,014 | 1,250 | (764) | | (764) | 161.1% |

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|---------------|
| Buttway | 575 | 1,000 | 425 | | 425 | 57.5% |
| Village Improvements | 4,670 | 8,895 | 4,225 | | 4,225 | 52.5% |
| De-fibs | 233 | 500 | 267 | | 267 | 46.6% |
| Skate park Maintenance | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| Other Expenses | (13) | 500 | 513 | | 513 | (2.6%) |
| Village Event donations | 3,000 | 3,000 | 0 | | 0 | 100.0% |
| Grants S137 | 795 | 2,500 | 1,705 | | 1,705 | 31.8% |
| Donations | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| Cliffe Woods Comm Centre Grant | 5,000 | 5,000 | 0 | | 0 | 100.0% |
| Cliffe Memorial Hall Grant | 5,000 | 5,000 | 0 | | 0 | 100.0% |
| St Helen's Churchyd Maint Gran | 1,500 | 1,500 | 0 | | 0 | 100.0% |
| Emmanuel Centre | 1,500 | 0 | (1,500) | | (1,500) | 0.0% |
| Car Park Refurbishment | 0 | 7,500 | 7,500 | | 7,500 | 0.0% |
| Total Overhead | 75,113 | 97,619 | 22,506 | 0 | 22,506 | 76.9% |
| Total Receipts | 104,449 | 97,702 | (6,747) | | | 106.9% |
| Total Payments | 75,113 | 97,619 | 22,506 | 0 | 22,506 | 76.9% |
| Net Receipts over Payments | 29,335 | 83 | (29,252) | | | |
| plus Transfer from EMR | 3,478 | 0 | (3,478) | | | |
| less Transfer to EMR | 0 | 0 | 0 | | | |
| Movement to/(from) Gen Reserve | 32,813 | 83 | (32,730) | | | |

Agenda item 5C

| | | | |
|--|-----------------------------|--------------|------------------|
| SALARIES RE FEBRUARY HOURS 2026 | | Gross | £ 2,055.90 |
| Clerk/PO - hours | 66.5 | Hol 3.3 hrs | |
| Assistant Clerk - hours | 32 | | |
| RFO - hours | 7.5 | Hol 10.5 hrs | |
| TOTAL MILEAGE | 4010 | | £2.70 |
| TOTAL HOME ALLOWANCES | 4003 | | £112.00 |
| SALARIES To pay Mar 2026 | 4000 | NET | £1,759.09 |
| | | | |
| HMRC Payment | Employer/ Employee DD | £458.20 | |
| Nest Pensions | Employer/ Employee DD | £120.28 | |
| MONTHLY COST TO COUNCIL | | TOTAL | £2,337.57 |

List of Payments made between 01/02/2026 and 28/02/2026

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorised Ref</u> | <u>Transaction Detail</u> |
|-----------------------|---------------------------|------------------|--------------------|-----------------------|-----------------------------|
| 02/02/2026 | Vonage | DDR | 10.25 | Contractual | January phone |
| 03/02/2026 | Viking Office UK Ltd | DC | 41.06 | Delegated - clerk | Stationery |
| 04/02/2026 | Barcham | DC | 697.20 | Min 304 aiv | Trees for planting |
| 06/02/2026 | Structural Steel Cons | BACS | 327.00 | F&GP Jan 26 | Buttway posts |
| 06/02/2026 | Iris Software Ltd | BACS | 12.00 | Contractual | Payroll admin January |
| 06/02/2026 | Northstar IT | DDR | 127.42 | Contractual | Monthly IT commitment |
| 10/02/2026 | AP Trees | BACS | 6,228.00 | Min 221 a iv | Tree Works |
| 10/02/2026 | DBS Services Online Ltd | BACS | 51.50 | Delegated - clerk | Assistant Clerk DBS |
| 10/02/2026 | C&G Installations | BACS | 1,469.12 | FGP 5dv Dec 25 | Timers |
| 10/02/2026 | Allotment Tenant | BACS | 10.00 | Delegated - Clerk | Key deposit refund |
| 11/02/2026 | Sanven Corporation | DC | 24.70 | Delegated - Clerk | Tree watering bags |
| 13/02/2026 | Staff Payment | BACS | 1,898.92 | F&GP Feb 26 | Feb Salaries (Jan hours) |
| 13/02/2026 | KALC | DC | 84.00 | Delegated - Clerk | Chairman Conference |
| 13/02/2026 | Nest Pensions | DDR | 124.27 | Contractual | Feb payment (Jan hrs) |
| 17/02/2026 | EDF Engergy | DDR | 53.99 | Contractual | January Electricity |
| 24/02/2026 | Medway Builders Merchants | DC | 138.60 | F&G Feb 26 | Agregate for allotment road |
| Total Payments | | | 11,298.03 | | |

11:59

Current/Reserve Account

Cash Received between 01/02/2026 and 28/02/2026

| <u>Date</u> | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u> | <u>Receipt Total</u> |
|-----------------------|---------------------------|-------------------|-------------------------------|----------------------|
| 23/02/2026 | National Savings Account | Error | Plot paymts credited in error | 289.00 |
| 02/02/2026 | Plot payment | Plot fees | Plots 02b 29b 19a 33a&b | 266.00 |
| 04/02/2026 | Plot payment | Plot fee | 34a & 8a | 110.00 |
| 05/02/2026 | Plot payment | Plot fee | 5a | 62.00 |
| 06/02/2026 | Plot payment | Plot paymt | Plot 6 A,B,C | 138.00 |
| 09/02/2026 | Plot payment | Plot paymt | Plot 35 a,b 36a | 206.00 |
| 10/02/2026 | Plot payment | Plot paymt | Plot 20 a,b | 110.00 |
| 12/02/2026 | Plot payment | Plot paymt | Plot 1 a,b | 110.00 |
| 16/02/2026 | Plot payment | Plot paymt | Plot 9b | 54.00 |
| 23/02/2026 | Plot payment | Plot paymt | Plots 14b, 15 a,b | 168.00 |
| 25/02/2026 | Plot payment | Plot paymt | Plot 26b, 27b | 94.00 |
| 27/02/2026 | Plot payment | Plot paymt | Plot 14 a | 66.00 |
| Total Receipts | | | | 1,673.00 |

| <u>Account</u> | <u>Opening Balance</u> | <u>Income</u> | <u>Expenditure</u> | <u>Closing Balance</u> |
|--------------------------------|------------------------|---------------|--------------------|------------------------|
| 320 EMR Election Expenses | 5,299.99 | 0.00 | 0.00 | 5,299.99 |
| 321 EMR Rural Liaison Grant | 11,497.92 | 0.00 | 0.00 | 11,497.92 |
| 322 EMR Noticeboards | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| 323 EMR Youth Projects | 4,162.00 | 0.00 | 0.00 | 4,162.00 |
| 325 EMR Village Improvements | 5,893.82 | 0.00 | 3,478.23 | 2,415.59 |
| 326 EMR Buttway | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 327 EMR PLat Jubilee | 1,116.75 | 0.00 | 0.00 | 1,116.75 |
| 328 EMR Cliffe Woods Car Park | 76,878.00 | 0.00 | 0.00 | 76,878.00 |
| 329 EMR Skatepark | 1,200.00 | 0.00 | 0.00 | 1,200.00 |
| 330 EMR Parish Events | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| 331 EMR Allotment Key Deposits | 270.00 | 0.00 | 10.00 | 260.00 |
| 332 EMR Repairs & Maintenance | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| | 115,818.48 | 0.00 | 3,488.23 | 112,330.25 |

**CLIFFE AND CLIFFE WOODS PARISH COUNCIL
GRANT APPLICATION FORM**

Please read the Grant Awarding Policy & Terms before applying

A. Your organisation
Please give us the following information about your organisation, club or group:

Name of Organisation: CLIFFE BOWLS CLUB
Address: 39 CHURCH STREET, CLIFFE,
ROCHESTER
KENT Post Code: ME3 7PJ

E-mail address: nickhance62@gmail.com

Description of your organisation's activities:
A MEMBER AND OUTDOOR BOWLING GREEN
AND CLUBHOUSE SERVICING PEOPLE IN
THE VILLAGES OF CLIFFE AND CLIFFE WOODS,
PLUS SURROUNDING AREAS

How many are in the group or organisation? 62 71
How long has your organisation been in existence? 65 YEARS

B. Contact Details

Name of contact: NICK HANCE
Position: CHAIRMAN

Address for correspondence (if different from above):
5 BATTLESMERE ROAD
CLIFFE WOODS
ROCHESTER KENT

Post Code: ME3 8TR Tel: 07525 345484
Email: nickhance62@gmail.com

C. Your Application

a) Brief description of project or scheme for which grant is intended
WE URGENTLY NEED TO REPLACE OUR TOOL, EQUIPMENT
AND STORAGE SKED THE EXISTING ONE IS LEAKING AND DAMAGED
BEYOND REPAIR, PARTLY BY INTRUDERS.

b) How many will benefit from the proposed project or scheme and how many of these are CLIFFE AND CLIFFE WOODS residents?
71 MEMBERS OF WHICH 38 LIVE IN THE PARISH,
PLUS VISITING TEAM MEMBERS FROM ACROSS MIDDLESEX + WEST PLUS CLIFFE
AREA.

c) Total cost of project or scheme: £829.95 d) How much are you applying for? £300

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

| ITEM | COST £ |
|----------------------------------|---------------|
| <u>KETER FACTOR APEX GRABBER</u> | <u>829.95</u> |
| <u>SHED 8 x 6</u> | |
| TOTAL | 829.95 |

d) Have you made any grant application to any other body for grant aid for this project? Yes/No.
If yes please give details:

| Name of organisation applied to | Amount applied for | Date of Application | Amount Received |
|---------------------------------|--------------------|---------------------|-----------------|
| | | | |
| | | | |

If you have received any other sources of funding in the past year, not specified above, please give details:

.....
.....
.....

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any.

NO

.....
.....

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

PLEASE SEE ATTACHED SHEET.

.....
.....
.....

F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed with the Parish Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months

ATTACHED.

If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application.

I have read and noted the Parish Council rules relating to this application and agree to provide a report including photographs as appropriate for potential inclusion in Village Voices/Parish Website.

Signed  Date: 2/3/2026.

Please return to
Mrs Alex Jack, Clerk/PO, Cliffe and Cliffe Woods Parish Council,
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

If you have any queries, please contact the Parish Clerk on 01634 566166 or email clerk@cliffeandcliffewoods-pc.gov.uk

FOR OFFICE USE ONLY

Date received:.....

Grant awarded:.....

Amount:.....

Cliffe Bowls Club

Application to Cliffe & Cliffe Woods Parish Council for funding support £300

Cliffe Bowls Club has been in existence on part of the APCM Sports Ground in Cliffe for over 60 years. Originally formed as Blue Circle Bowling Club, it became Cliffe Bowls Club when Blue Circle were believed to have 'given the APCM ground to the village' but which has been found to be via a limited term Licence Agreement to Medway Council. As you will know, the Blue Circle Land plots were purchased by Trenport Investments Ltd (now in Administration) who have obtained outline planning consent for the rest of the sports ground but specifically not bowling green and surrounding area, access way and car park – part of which Trenport are obliged to make improvements to before any house building commences.

For the first time in the Club's history, we were given no choice but to sign a sub lease from Medway (offered as a 5 year term but subsequently reduced to 3.5 years) which has required us to pay a substantial rent. In addition, Medway Council signed away in the head lease (and cannot therefore pass onto us any improved terms) all rights under the Landlord and Tenants Act for the right to renew upon expiry or for a fair market rate rent increase on any new lease offered.

Although the Club has some funds (as shown on the accounts) we now need to build up a substantial reserve fund for the expected legal action at renewal in early 2029. We did make enquiries into the cost of specialist land lawyers before signing the lease and know that at least £5000 could be needed to fight for our survival.

On a more positive note, the club is thriving – we have 62 current members and have already attracted 9 more for the 2026 season.

In 2026 the Club has the Presidency of the Medway Bowling Association and will be hosting prestigious Presidents Day & MBA Finals Day this Summer. We would also like to get set up with the training, equipment and facilities to host events for the year 6 pupils at both Primary Schools.

Consequently, we are making significant improvements to the club green and premises to give the best possible impression of Cliffe Bowls Club to residents and visitors, including works required to make the green reach Bowls England

standards. So far we have committed in excess of £3,000 from club funds for these works.

In the last 12 months we have, on three separate occasions, had intruders climb over the fence, onto the shed roof and attempt to break into the clubhouse through the roof. We have repaired the clubhouse and improved our CCTV, flood lighting and alarms but the elderly equipment shed is badly damaged, has leaked through the Winter and damaged some of the items stored there. A new shed of the size needed will £829.95 and we should be very grateful for any contribution which the Parish Council felt able to make to support this. This item is urgently needed before the start of the new season in April.

Should you require any further information then please let me know.

Many thanks for your consideration of this request.

Kind regards

Nick Hance

Chairman, Cliffe Bowls Club

07525 345484

Cliffe Bowls Club
Income & Expenditure Statement
for the year ended 30/9/2025

| <u>INCOME</u> | <u>Total</u> | <u>Cash</u> | <u>Bank</u> |
|--------------------------------------|--------------------|-------------------|--------------------|
| Subscriptions | £3,180.00 | £665.00 | £2,515.00 |
| Club Shirts Sales | £170.00 | £116.00 | £54.00 |
| Competition Fees | £231.50 | £147.50 | £84.00 |
| Rink Fees | £1,764.00 | £1,728.00 | £36.00 |
| Bar Receipts | £9,068.57 | £6,738.31 | £2,330.26 |
| Raffles | £621.00 | £621.00 | |
| Profit on Social Events | £321.00 | £321.00 | |
| Donations | £20.00 | £20.00 | |
| Catering Receipts | £305.40 | £305.40 | |
| Clifara Rink Fees | £104.00 | £104.00 | |
| Tickets/Raffle etc 2024 | £584.20 | £334.20 | £250.00 |
| Tickets 2025 | £340.00 | | £340.00 |
| Int on Deposit Acc tfr from cash | £0.08 £3,971.32 | | £0.08 £3,971.32 |
| | <u>£20,681.07</u> | <u>£11,100.41</u> | <u>£9,580.66</u> |
| Opening Balance 1/10/24 | £11,197.41 | £1,783.59 | £9,413.82 |
| add Receipts | £20,681.07 | £11,100.41 | £9,580.66 |
| less Payments | -£18,336.43 | -£11,359.20 | -£6,977.23 |
| Closing balance 30/9/24 | <u>£13,542.05</u> | <u>£1,524.80</u> | <u>£12,017.25</u> |
| Deposit Account | £5,050.08 | | |
| Old Bank Acc | £1,387.87 | | |
| New Bank Account | £5,579.30 | | |
| Total Cash at Bank | <u>£12,017.25</u> | | |
| Stock Valuation as at 30-9-25 | | | |
| Bar | | £566.27 | |
| Shirts | | £541.00 | |
| Food & Cleaning Products not valued | | | |
| | | <u>£1,107.27</u> | |

Figures produced by Sue Betteridge - Treasurer
Audited by Gordon Betteridge - Honourable Auditor

| <u>EXPENDITURE</u> | £0.00 | | |
|-------------------------|-------------------|-------------------|------------------|
| | <u>Total</u> | <u>Cash</u> | <u>Bank</u> |
| Medway Council Licence | £70.00 | | £70.00 |
| Charity donation | £334.68 | | £334.68 |
| Affliation & Comps Fees | £1,151.00 | £82.00 | £1,069.00 |
| Electricity | £1,705.58 | | £1,705.58 |
| Telephone | £246.43 | | £246.43 |
| Bar Expenses | £4,400.85 | £4,037.16 | £363.69 |
| Raffles | £186.22 | £186.22 | |
| Stationery | £130.29 | £19.30 | £110.99 |
| Trophies & plaques | £359.50 | | £359.50 |
| Top Rink Pens | £311.99 | £311.99 | |
| Web Hosting | £32.89 | | £32.89 |
| Signwriter | £145.00 | £145.00 | |
| Gifts | £107.00 | £107.00 | |
| Catering | £934.72 | £934.72 | |
| Cleaning | £92.35 | £92.35 | |
| Petrol | £31.87 | £31.87 | |
| Equipment | £180.00 | £180.00 | |
| Presentation 2024 | £1,092.62 | £992.62 | £100.00 |
| Repairs & renewals | £1,454.65 | £267.65 | £1,187.00 |
| Insurance | £1,237.52 | | £1,237.52 |
| Data Protection | £47.00 | | £47.00 |
| Companies House Fee | £65.00 | | £65.00 |
| Card Machine Charges | £47.95 | | £47.95 |
| tfr to bank | £3,971.32 | £3,971.32 | |
| | <u>£18,336.43</u> | <u>£11,359.20</u> | <u>£6,977.23</u> |

| <u>Bar</u> | |
|--------------------|------------------|
| Opening Stock | £622.20 |
| Add Purchases | £4,400.85 |
| Less Closing Stock | <u>-£566.27</u> |
| Cost of Sales | <u>£4,456.78</u> |

| | |
|--------|------------------|
| Sales | £9,068.57 |
| Profit | <u>£4,611.79</u> |

| <u>Bar Float</u> | |
|---------------------|-------------------|
| | £80.00 |
| Total Assets | |
| Cash at bank | £12,017.25 |
| Cash in Hand | £1,524.80 |
| Stock | £1,107.27 |
| Bar Float | £80.00 |
| | <u>£14,729.32</u> |

DRAFT POLICIES

1. IT (new)
2. Home Working (new)
3. CCTV (updated)
4. Capability (new)
5. Subject Access Request (new)
6. Health & Safety at Work (updated)
7. Press & Media (new)



Cliffe and Cliffe Woods Parish Council
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✉ clerk@cliffeandcliffewoods-pc.gov.uk

Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons
and Assistant Clerk Mrs Parveen Comparat

IT POLICY

1. Introduction

Cliffe and Cliffe Woods Parish Council recognises the importance of effective and secure Information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT Resources and email by Parish Councillors, council staff, volunteers, and contractors.

2. Scope

This policy applies to all staff and parish Councillors who use Cliffe and Cliffe Woods Parish Council IT resources, including laptops, data, email accounts and the internet phone system.

3. Acceptable use of IT resources and emails

Cliffe and Cliffe Woods Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Unauthorised installation of software on Parish Council devices, including personal software, is strictly prohibited due to safety concerns. Staff must ensure that all mandatory software updates, as recommended by Northstar IT, are completed promptly.

5. Data management and security

All sensitive and confidential Cliffe and Cliffe Woods Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be

performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Email communication

Email accounts provided by Cliffe and Cliffe Woods Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Under no circumstances should council business emails be forwarded to a personal email account held by a staff member or Councillor outside of the Cliffe and Cliffe Woods Parish Council account network. This can compromise the Parish Council and breach Data protection regulations.

8. Password and account security

Cliffe and Cliffe Woods Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others.

9. Email monitoring

Cliffe and Cliffe Woods Parish Council Proper Officer reserves the right to monitor email communications to ensure compliance with this policy and relevant laws.

Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

10. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

11. Reporting security incidents

All suspected security breaches or incidents must be reported immediately to the Clerk, who will liaise with Northstar IT to investigate and resolve the issue.

Report any email-related security incidents or breaches to the Clerk immediately.

Regular password changes are encouraged to enhance security.

12. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

13. Policy review

This policy will be reviewed annually to ensure its continued relevance and effectiveness. Revisions will also be made as necessary to address emerging technology trends and evolving security measures.

14. Contacts

For IT-related enquiries or assistance, users can contact Northstar IT, telephone 01903 259923, email help@northstarit.co.uk All staff and Councillors are responsible for the safety and security of Cliffe and Cliffe Woods Parish Council's IT and email systems. By adhering to this IT and Email Policy, Cliffe and Cliffe Woods Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

This Policy was adopted by the Parish Council at their meeting on



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HOME WORKING POLICY

Statement of Policy

A large proportion of Clerks to Councils work from their own homes. This results in a number of points, which need to be addressed, in terms of the employers (and employees) responsibilities. Cliffe and Cliffe Woods Parish Council will comply with the requirement in law (Employment Rights Act 1996) in that every employee (whether working at home or not) should be provided with a written Statement of the Terms and Conditions of their Employment, within two months of taking up their post.

HMRC regulations do not recognise Clerks to Councils being self-employed (All are Schedule E employees as Office Holders under the LGA 1972) and the Council will not place any reliance on the liability for insurance and other matters devolving on to the Clerks to the Council solely in their capacity as a homeowner/private citizen. The fact that a Clerk to the Council does not occupy official premises likewise does not alter the legal obligations of the employer Council toward a home-based employee.

The Clerk shall not subsidise the work of the employer and proper remuneration by salary shall be paid according to the signed and agreed contract. Annual pay increases and reimbursement of all agreed expenses should be made in full, in line with The National Agreement on pay and conditions of service of the National Joint Council for Local Government Services (the Green Book) which applies to the Clerk's employment, as the National Agreement on pay.

Employment Conditions

Employees working from home benefit from the same rights as comparable workers based at an employer's premises. In the circumstances of being a home-based worker specific additional agreements are built into the contract of employment as supplementary clauses and within the Job Description.

- Hours of work
- Agreement on attendance at meetings and on-site meetings and expenses
- Details of Line Management
- Claims procedure for expenses
- Allowance payments – amount and frequency of payment
- Home allowance for business rates, heating, lighting, wear and tear
- Provision of equipment by the employer – The Council will provide a dedicated computer and will pay for all necessary computer software or upgrades required to fulfil the duties required by the Council
- Equipment and data security procedures including remote storage

- The Council agrees to fully indemnify the Clerk to the Council for both Employers and Public Liability
- Insurance for working from their own premises or any additional premium required by the Clerk to the council's own insurance.

Data Protection

The Council will be registered under the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) which came into effect in 2018. The responsibility is for the processing and storage of data electronically or in written format. The principles set out in the Act and regulations must be applied, i.e. that data is processed lawfully, is accurate, relevant, not excessive and is kept up to date.

Data Access

The Clerk to the Parish Council will ensure that other household members do not have access to personal data as defined in the Data Protection Act 1998. Appropriate security measures must be considered and put in place to satisfy the requirements of the Act. This extends to security of electronic files, paper documents, disposal of confidential waste and the locking of the home/office computer. Passwords should be known to the Clerk only and a copy of all key passwords should be contained in a sealed envelope, which will be held by the Chair of Council, for opening in an emergency only. The list of passwords held by the Chair will be reviewed and updated if appropriate by the Clerk on an annual basis. The Council should ensure that they provide the latest anti-virus software to protect information.

Privacy

Cliffe and Cliffe Woods Parish Council respects the privacy of the employee. Employees working from home have a right to privacy and should be able to separate their working and private lives. The Work Life Balance Standards apply equally to the office and home-based employee. If a Councillor or somebody else needs to contact the Clerk, during a time that they may not be working, they should email the Clerk requesting that they contact them, when they read the message and are available to do so. Home visits should be arranged in advance at times acceptable to the employee.

Equipment

All questions concerning work equipment, liability and costs must be openly and transparently defined before the contract is agreed. Cliffe and Cliffe Woods Parish Council will provide such equipment as is necessary to carry out the functions of the work and also the regular maintenance of such equipment. If the Council makes use of the home-based workers own equipment then a proper schedule of compensation to cover costs, wear and tear and depreciation must be agreed before the contract is signed. The Council is responsible for supplying whatever technical support is necessary and for upgrading equipment in line with their requirement in the job function. The home-based worker must undertake to take good care of the equipment and not to abuse its use in any way, particularly in respect of the collection or distribution of illegal material via the internet. At the end of their employment, employees must return equipment supplied promptly and in good condition.

Health and Safety

Employers have general duties under the Health & Safety legislation for all their employees. This applies whether the work is carried out in office premises or remotely. The general duty is qualified by the principle of as far as is reasonably practicable. Employees also have a responsibility to take reasonable care of their own health and safety and the health and safety

of others who may be affected by what they do. For the home-based worker this is likely to include visitors to the 'office', family, friends etc. It is the employees' responsibility to report all employment related hazards related to their own or others' health.

Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992. This includes those that work from home.

Employers have a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury (the Statutory Accident Book requirement).

Personal Security

The personal safety of the home-based worker is of particular relevance in the case of Clerks to Councils. There is a requirement for access to the Proper Officer by any member of the Electorate. Clearly the risk assessment must acknowledge that this is in the high category. In general any meeting to look at documents should be by appointment only and should be arranged in a public building meeting room.

Organisation of Work

Home-based working taking place as it does in isolation from a workplace and immediate colleagues can impose particular stress on the individual. The Council will seek to ensure that this aspect is fully discussed and understood at the selection stage of recruitment to the post. As the workload and performance standards of the home-based worker are equivalent to those of comparable Clerks to Councils' in office based premises the arrangement should acknowledge the need of the home-based worker to be 'kept in the loop'. A mechanism for the delivery of feedback on performance is a core responsibility of the employer. Regular meeting should take place with the Chair or Line Manager to discuss work progress, issues etc. The Chair or Line Manager are also approachable by 'phone and email.

The Council will ensure measures are in place preventing the home-based Clerk to the Council from being isolated from the rest of his/her professional community and should ensure that the means are in place as part of the job description for such contact to take place, i.e. Membership of the professional body the Society of Local Council Clerks; attendance at county meetings of Clerks to Councils', attendance at relevant training sessions provided by the Society or county association of NALC, attendance at the annual conference of the Society, etc.

Training

A home-based worker has the same rights to training as any other worker. A newly appointed, home-based Clerk to the Council will not have the advantage of office based colleagues of access to an immediate knowledge base. The learning curve for the home working Clerk should therefore be anticipated to be longer than that of a comparable office based colleague. The Council will therefore ensure that the Clerk to the Council is given the opportunity to gain recognised competence in the job by attending relevant training courses.

Taxation

Home-based employees will incur certain expenditure in the performance of their duties at home, such as additional heating and electricity costs. The Council will pay an agreed sum to take into account the use of space, lighting, heating and electricity due to working from

their private premises. The amount will be reviewed on an annual basis and if appropriate increased to reflect any price/inflation increases.

This policy was agreed by the Parish Council at their meeting on



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CCTV POLICY

Purpose

This policy is to control the management, operation, use and confidentiality of the CCTV system owned by Cliffe and Cliffe Woods Parish Council located at the Village Club, Church Street, Cliffe ME3 7PU and covering the Cliffe Recreation Ground, Ball Court, Small Hall Car Park, Allotments, Play Area, Ball Court and entrance to the Small Hall Car Park.

The CCTV is in continual operation and is intended for the purposes of:

- Protecting Parish Council buildings and assets
- Promoting the health and safety of parishioners and visitors
- To reduce crime and anti-social behaviour
- Supporting the police in a bid to deter and detect crime
- Assisting in identifying, apprehending and prosecuting offenders

Cliffe and Cliffe Woods Parish Council's CCTV is registered with the Information Commissioner Office (ICO) and we pay an annual fee under the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

Scope

The Policy relates directly to the location and use of CCTV and monitoring, recording and subsequent use of such recorded material. The Parish Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.

CCTV warning signs will be prominently placed in areas where CCTV is used.

The placement of the cameras endeavours to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage. Video monitoring of public areas for security purposes within the Parish Council is limited to uses that do not violate the individual's reasonable expectations to privacy.

All CCTV systems and associated equipment will be required to comply with this policy following its adoption by the Parish Council. Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018.

Location of cameras

The cameras are sited so they only capture images relevant to the purposes for which they have been installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Parish Council will ensure that the location of future equipment is carefully considered to ensure that the images captured comply with the legislation.

CCTV Video Monitoring and Recording of Public Areas may include the following:

- Protection of buildings and property; vandalism and theft
- Criminal investigations (carried out by the police); robbery, burglary and theft surveillance.

Storage and retention of CCTV images

Recorded data will not be retained for longer than 30 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention beyond the standard 30 days will reflect the Parish Council's specific purposes for recording information, and how long it is needed to achieve these purposes.

The Parish Council will store data securely at all times.

Access to CCTV images

Access to recorded images will be restricted to authorised personnel only. In line with Data Protection, the CCTV is located in a secured cabinet and on mobile apps with no access to non-authorised persons. Supervising the access to and maintenance of the CCTV System is the responsibility of the Parish Council.

Access requests

- Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.
- All requests should be made to the Parish Clerk by completing the Access Request Form.
- Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified, i.e. time, date and location.
- The Parish Council does not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if it is deemed necessary and it meets certain criteria.
- The Parish Council will endeavour to respond to request within one calendar month of receiving the request.
- The Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Access and disclosure of images to third parties

There will be no disclosure of recorded data to third parties other than authorised personnel such as the police.

If there are any concerns as to disclosure, then the Parish Council should seek expert advice from a Data Protection Officer in the first instance and appropriate legal advice as required.

Responsibilities

The Parish Council retains overall responsibility and will:

- Ensure the use of CCTV systems is implemented in accordance with this policy.
- Oversee and co-ordinate the use of the CCTV monitoring for safety and security purpose within the Parish.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- Maintain a record of access (e.g. an access log) for the release of any material recorded or stored in the system.
- Ensure that the perimeter of view from cameras conforms to this policy.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the Parish Council and mindful that no such infringement is likely to take place.
- Ensure that cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principals of 'Reasonable Expectation of Privacy.'
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and for no other purpose.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

Data protection impact assessments and privacy by design

CCTV has the potential to be privacy intrusive. The Parish Council will perform a privacy impact assessment when installing or moving CCTV cameras to consider the privacy issue involved with using new surveillance systems to ensure that the use is necessary. Any servicing or repairs of the equipment will be carried out by qualified personnel only.

Policy Reviews

The Clerk/PO is responsible for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

CCTV signage

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are being recorded. The Parish Council is to ensure that this requirement is fulfilled.

This policy was adopted by the Parish Council at their meeting on



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CAPABILITY POLICY

Cliffe and Cliffe Woods Parish Council recognises that from time to time staff may experience difficulties, which impact on their ability to carry out their work and that poor job performance due to incapability cannot be treated as a disciplinary offence.

There can be reasons for poor job performance other than misconduct. In the interests of dealing with such problems fairly and consistently, the Council has set out the following procedures, which are not part of the disciplinary procedures that apply to misconduct.

Cliffe and Cliffe Woods Parish Council recognises its responsibilities for employees and duties under the Health and Safety at Work Act 1974 and the Equality Act 2010, to manage issues relating to staff capability sensitively, in so far as is reasonable and able to do so. These procedures will be adopted in the interests of fairness for the management and support of employees who, due to capability are unable to attend work. Such systems should assist the employee in making a return to work, in so far as it is practicable.

Capability is dealt with under two headings:

1. Managing Performance
2. Managing Attendance – long-term sickness absences

PROCEDURES

Managing Performance - Investigation

The procedure for managing performance will apply where an employee is clearly making every effort to fulfil the requirements of the post, but is unable to do so due to reasons such as, changes in the role; loss of skills, ability and/or knowledge, impact of physical or mental impairment.

The cause of poor performance will be investigated and established by the Council. The employee will be asked to provide an explanation as to the reasons for poor performance and the explanation will be checked.

Incapability/poor performance will arise where the employee has been set realistic targets and objectives and cannot achieve them through no fault of his/her own. (An example of capability is failure due to medical conditions).

If realistic targets and objectives have been set out but the employee fail to take action of which you they are capable, their performance may be treated as misconduct under the Disciplinary Procedure.

At each stage of the procedure and as specified below the employee will normally be interviewed by the Clerk or a member of the Council, as appropriate, to review the relevant factors.

At any interview or an appeal meeting, the employee will have the opportunity to state their case and will be encouraged to do so. The employee will also have the right to be accompanied by a work colleague, or recognised Trade Union Representative. Legal representation will not be permitted; the Council's Capability Policy Procedure is an internal process and will be conducted as such.

All warnings will be confirmed in writing.

Stage One: Training and Supervision

Where the reason for poor performance is lack of capability, the employee will be invited to comment and to contribute to a discussion about steps to assist them to reach the required standards. These may include:

- Appropriate training in-house and/or externally sourced, if this has not already been done
- More frequent supervision and support
- Assessment of the post to ensure the role is not inconsistent with their selection for the appointment

Arrangements will be made to carry out any remedial measures and to review progress and performance at the end of an appropriate period of time. The employee will be advised that failure to meet the specified standard of improvement will result in the next stage of the procedure being implemented.

Stage Two: First Written Warning

If, despite following the agreed measures and at the end of the review period, the required improvement in performance is not forthcoming, the employee will be given a First Written Warning by the Council. This will state:

- The reason for the warning
- The level and improvements in performance required
- A realistic time limit for achieving that performance
- The form in which monitoring will take place
- That the consequence of failure to achieve and maintain the improvement would result in a final written warning being given
- The duration of the warning held on their personnel file

First written warnings will have a time limit of 6 months.

Stage Three: Final Written Warning

If there is no improvement or not sufficient improvement or it is not maintained for the period stated, the employee will be given a Final Written Warning setting out the details as above with a written warning that failure to improve may result in dismissal.

Final written warnings will have a time limit of 12 months.

Stage Four: Dismissal

If there is still no improvement or not sufficient improvement or it has not been maintained for the period stated above, the employee will normally be dismissed with notice.

APPEALS

If an employee wishes to appeal against stages 2, 3 or 4, they must put a request in writing to the Council, setting out the grounds of appeal, within 5 working days of the decision being communicated to you. The appeal will be heard by an Appeal Panel made up from members of the Council. The appeal hearing will be conducted within a reasonable period of the appeal being lodged. The outcome will be either:

- a) To reject the appeal and confirm the original disciplinary action, or;
- b) To uphold the appeal and reduce or revoke the original disciplinary action.

The result of the appeal will be confirmed in writing within 10 working days of the hearing. The decision at the appeal stage is final of this internal policy.

Managing Attendance – Long Term Sickness Absences

The Council will ensure that they have taken into consideration fully the following aspects before coming to a decision on the management of sickness absence:

- The nature of the illness
- The likelihood of it recurring or some other illness arising
- The length of the absences and the periods of good health between them
- The need for the work done by the employee
- The impact of the absence on other workers
- The policy and how well it has been carried out, and in particular the need for medical assessment when considering dismissal
- The extent to which the difficulty of the situation and the position of the Council has been made clear to the employee, so that the employee realises the full implications of action being considered.

In the application of the following procedure, the Council will ensure:

- Following each stage, a letter is sent to the employee confirming the key points and actions
- All correspondence is marked 'confidential' when writing to the employee
- Reasonable adjustments have been considered throughout the process
- Where there is a difference of opinion regarding the medical advice received, an independent assessment is sought
- Advice is sought and other specialist resources are appropriately involved

Short Term Sickness Absence

Where the employee's sickness record shows that there has been a series of short term absences, from 1 to 5 days, frequent in nature and in excess of those for either their team or the Council as a whole, when assessed over a period of 3, 6 and 12 months, the Council will arrange to review the matter with the employee under the 'Return to Work Meeting' procedure.

Long Term Sickness Absences

Where sickness absence is in excess of 30 days and the nature of the sickness either indicates that there is an underlying problem or is one which suggests it may be long term, the Council will consider the following throughout the process, to the extent that is reasonably practicable:

- The need to make reasonable adjustments and look at alternative work arrangements
- The need to initiate support, counselling or rehabilitation

It is recognised that all long-term sickness cases are different and therefore the reason for the absence will determine the action to be taken.

Stage One:

The Council will:

- a) Ensure they are aware of the reason for absence
- b) Maintain regular contact including home visits where appropriate
- c) Try to determine the likelihood of a return to work

Stage Two:

If the reason for absence indicates that a return to work is highly probable - e.g. a broken limb or a minor back injury - the Council will maintain contact and establish a return to work date. It may not be necessary to seek medical advice during the absence.

If the reason for your absence is unclear as to a likely return to work, medical advice must be sought.

The Council will then:

- a) Write to the employee to seek written consent to obtain a medical report from their doctor or alternatively to refer them to an independent Occupational Health Practitioner for a medical examination or report. This will be done in line with the employee's rights under the 'Access to Medical Reports Act 1988'
- b) Agree to review the progress, either following the receipt of appropriate advice, or earlier, where this is appropriate

The medical advice will indicate whether or not the employee is fit to return to full duties, or alternative duties, and the prospect for the future.

Note: Where an employee refuses to give their consent as outlined in a) above, the Council will base their decisions on the facts available.

Stage Three:

The Council will:

- a) Obtain all the necessary internal and external advice
- b) Review any medical reports
- c) Look at all available options
- d) Establish a way forward

At each stage, in conjunction with you, and having established the appropriate level of support required, the Council will assist you in making a return to work if feasible.

Stage Four:

If the medical advice indicates you are not yet fit enough to return to full duties, but could undertake light/alternative duties in the meantime, every effort should be made to accommodate this.

If the medical advice indicates that you are not able to return to full duties in the future, but could undertake alternative duties, this will be considered but cannot be guaranteed. If this is possible, full discussions will take place with you. If this is not possible, you will be informed that your employment will be terminated with notice.

If the medical advice indicates that you are not able to return to work in the future, including alternative duties, or are unable to return within a time span which is operationally acceptable, provided all aspects, including your needs, have been considered, you will be informed that your employment will be terminated with notice.

This Policy was adopted by the Parish Council at their meeting on



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And Assistant Clerk Mrs Parveen Comparat

SUBJECT ACCESS REQUEST PROCEDURE

This Procedure outlines how the Parish Council must respond when an individual requests access to personal information held by the Council.

Subject Access Requests (SAR) will be made to the Clerk/PO to the Parish Council.

We must ensure a request have been received in writing. We will clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The Parish Council accepts the following forms of identification:

- Building Society Passbook which shows a transaction in the last 3 months and the requestor's address
- Current UK/EEA Passport
- Disabled Driver's Pass
- EEA National Identity Card
- Financial Statement issued by bank, building society or credit card company+
- Firearms Licence/Shotgun Certificate
- Full UK Paper Driving Licence
- HMRC Tax Credit Document*
- HMRC Tax Notification Document
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Local Authority Benefit Document*
- Most recent Council Tax Bill/Demand/Statement
- Most recent Mortgage Statement
- State Benefits Entitlement Document*
- State Pension Entitlement Document*
- State/Local Authority Educational Grant Document*
- Tenancy Agreement
- UK Photocard Driving Licence (Full or Provisional)
- Utility Bill for supply of gas, electric, water or telephone landline+

*+ these documents must be dated in the last 3 months, * these documents must be dated in the last 12 months.*

Depending on the degree to which personal data is organised and structured, we will need to search (including archived emails and those that have been deleted but are still recoverable). Word documents, spreadsheets, databases, systems, removable media (for example,

memory sticks, floppy disks, CD's), tape recordings, paper records in relevant filing systems etc.

All the personal data that has been requested will be provided unless an exemption can be applied.

We will not withhold personal data because we believe it will be misunderstood; instead, the requestor should provide an explanation with the personal data. We will provide the personal data in an 'intelligible form', which includes giving an explanation of any codes, acronyms and complex terms. The personal data will be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. We might be able to agree with the requestor that they will view the personal data on screen or inspect files at suitable premises. We will redact any exempt personal data from the released documents and explain why that personal data is being withheld.

We will respond within one calendar month after accepting the request as valid.

Subject Access Requests will be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged. We might charge a reasonable fee for requests that are manifestly unfounded, excessive or repetitive.

Parish Councillors will ensure that the Clerk/PO to the Parish Council is aware of and follows appropriate guidance.

Where a requestor is not satisfied with a response to a SAR, the Parish Council will manage this as a complaint. When responding to a complaint, we will advise the requestor that they may complain to the Information Commissioner's Office (ICO) if they remain unhappy with the outcome.

Sample letters are included at Appendices 1, 2 and 3 covering:

- Subject Access Request providing the requested personal data
- Release of part of the personal data when the remainder is covered by an exemption
- Replying to a Subject Access Request explaining why we cannot provide any of the requested personal data.

All letters will include the following:

- The purpose of the processing;
- The categories of personal data concerned;
- The recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses.
- Where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- The existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;

Appendix 1

Sample letter – Replying to a Subject Access Request Providing the Requested Personal Data

(Name)

(Address)

(Date)

Dear (name of data subject)

Data Protection Subject Access Request

Thank you for your letter of (date) making a data subject access request (subject). We are pleased to enclose the personal data you requested.

(Include items requested)

Copyright of the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

Cliffe and Cliffe Woods Parish Council

Appendix 2

Sample letter – Release of Part of the Personal Data, When the Remainder is Covered by an Exemption

(Name)

(Address)

(Date)

Dear (name of data subject)

Data Protection Subject Access Request

Thank you for your letter of (date) making a data subject access request (subject). To answer your request, we asked the following areas to search their records for personal data relating to you:

(List the areas)

I am pleased to enclose (some/most) of the personal data you requested. (If any personal data has been removed). We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that (if there are any gaps in the document) parts of the document(s) have been redacted. (OR if there are fewer documents enclosed) I have not enclosed all of the personal data you requested. This is because (explain why it is exempt).

(Include items)

Copyright of the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

Cliffe and Cliffe Woods Parish Council

Appendix 3

Sample letter – Replying to a Subject Access Request Explaining Why We Cannot Provide Any of the Requested Personal Data

(Name)

(Address)

(Date)

Dear (name of data subject)

Data Protection Subject Access Request

Thank you for your letter of (date) making a data subject access request (subject). I regret that we cannot provide the personal data you requested. This is because (explanation where appropriate).

(Examples include where one of the exemptions under the data protection legislation applies. For example data might include personal data which is 'legally privileged' because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the Council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the Council should set out the reason some of the data has been excluded).

Yours sincerely

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HEALTH & SAFETY AT WORK POLICY

Policy

It is the policy of Cliffe and Cliffe Woods Parish Council to take all reasonable steps to ensure the health and safety at work of all employees and any other persons affected by our work.

All employees are expected to promote and comply with safe working practices within the Parish Council's Health and Safety Policy. Each individual has a responsibility to take reasonable care for their own health and safety and for others who may be affected by their acts or omissions. All staff must co-operate with the Parish Council to enable them to carry out their statutory duties.

Accidents and First Aid

An accident or injury at work, however trivial it may appear at the time must be reported to the Health and Safety Manager (in this case the Clerk/PO). Details of the accident or injury should be recorded in the Accident Book held at the Parish Council's registered address.

In the event of an accident which requires first aid treatment, assistance should be available from an appointed First Aider (where applicable). If it is necessary to call an ambulance, dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.

Fire Precautions

All employees must be familiar with the procedure and nearest first extinguishers and how to raise the alarm. In addition it is important to keep any fire doors closed and ensure that all corridors and fire exits are kept free from obstruction at all times when using public buildings.

Substance Hazardous to Health

There is legislation covering the control of substances hazardous to health (COSHH). This requires that all substances used in the workplace must be assessed in order to identify the risk to health. Fortunately, in an office environment there are relatively few substances that might be hazardous to health but there are some such as photocopier toner and kitchen or toilet cleaning materials. Where appropriate these should be stored safely and any spillages mopped up and cleaned. If you are in any doubt please contact your line manager.

Slips, Trips and Falls

Falling over as the result of a slip, trip or stumble is the biggest cause of injury at work. Look out, and report, hazardous situations which may contribute. Wear suitable footwear at work, taking into account whether you are inside or outside a building.

Use only a proper step stool or ladder for reaching high items.

Lifting, Carrying and Handling

A major cause of injury, not just to backs, but to shoulders, arms and even fingers and toes. It is important to seek help if you feel that any item is too heavy to lift. Remember never to arch or twist when reaching for anything in the workplace or outside on site.

Electrical Equipment

All electrical systems are maintained to prevent danger. Electrical inspections are carried out to the Council assets, as required, and checked to comply with National Inspection Installation Contractors (NICEIC) standards.

Safety Procedure for Lone Working

Lone members of staff should not arrange to meet unknown contacts except in public places. All members of staff should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return. If there is any unexpected change to this, please telephone them if possible.

Aggressive Situations

It is recognised that some employees may be subjected to aggression because of the jobs that they do. Situations resulting in verbal abuse or anti-social behaviour, as well as physical assault, must be reported to identify possible remedial action.

This policy was adopted by the Parish Council at their meeting on



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PRESS & MEDIA POLICY

1 INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within Cliffe and Cliffe Woods Parish Council (known as “the Council”) for working with the press and media (known as “the media”) and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2 KEY AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the media have access to Officers and Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication, if necessary.

3 THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government’s Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Parish Council’s Standing Orders should be adhered to.

4 CONTACT WITH THE MEDIA

- 4.1 Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

- 4.2 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.
- 4.3 When the media wish to discuss an issue that is, or is likely to be subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 4.4 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively. These include the release of personal information; disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations advice must be taken from the Clerk/PO before any response is made to the media.
- 4.5 When responding to approaches from the media, the Clerk/PO or Officers authorised by the Clerk/PO, Chairman or the Chairman of Committees are authorised to make contact with the media.
- 4.6 Statements made by the Chairman or the Chairman of Committees and authorised Officers should reflect the Council's opinion.
- 4.7 Other Councillors can talk to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council.
- 4.8 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letter should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk/PO.

5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS

- 5.1 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request.
- 5.2 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.

6 PRESS RELEASES

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.
- 6.2 Any Officer or Member may draft a press release, however they must all be shown to the Clerk/PO in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.