



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 (Assistant Clerk)

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 13th January 2026 at 7.30pm at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

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

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

1 Apologies for Absence
None.

2 Declarations of Interest
Cllr J Darwell – Cliffe Memorial Hall
Cllr K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club, wHoo Cares Short Mat Bowls

3 Public Representation
None.

4 Approval of Minutes of Meeting held on 9th December 2025
It was proposed by Cllr B Dibble, seconded by Cllr J Wenban to accept the Minutes, 6 in favour, 1 against, **carried**. Minutes were signed by the Chair.
A concern was raised that a discussion at the end of the last meeting was not minuted. The Clerk advised that items not formally listed on the Agenda cannot be resolved or minuted and can only be added to the subsequent Agenda, allowing for everyone to be fully informed beforehand, as required by law.

5 Finance and General Purposes

- a. **Month End Reports**
November bank reconciliations were proposed by Cllr H Johnson, seconded by Cllr R Letheren, **all agreed**.
- b. **Payments for Approval**
None.
- c. **PAYE Payments for Authorisation**
December payroll payments were proposed by Cllr R Letheren, seconded by Cllr K Kentell, **all agreed**.
- d. **Other Financial Matters**
i) Receipts and Payments for December 2025 were proposed by Cllr B Dibble, seconded by Cllr. H Johnson, **all agreed**.
ii) Clerk/RFO presented the draft budget and precept for 2026/27. Following a correction by Medway Council to the tax base figures, the precept figures previously circulated

were revised and reviewed by Committee members. It was proposed by Cllr B Dibble, seconded by Cllr K Kentell to recommend to full Council to accept the budget and precept, **all agreed.**

- iii) Quote for boundary repairs to posts at the Buttway from Structural Steel Consultancy for £272.50 + VAT was reviewed. It was proposed to accept and proceed by Cllr B Dibble, seconded by Cllr H Johnson, **all agreed.**
- iv) Chair provided information on guidance and tree quotes received from Mike Sankus, Medway Council tree officer. Further updates awaited before proceeding within proposed budget.
- v) Community group use of Council green space assets was discussed in detail by Councillors. It was proposed by Cllr B Dibble, seconded by Cllr H Johnson to recommend to full Council that the existing Council Land Standard Terms and Conditions of Use be followed by all users, 6 in favour, 1 against, **carried.**

6

Personnel Matters

Clerk/PO advised interviews had taken place for the vacancy of Assistant Clerk and Mrs Parveen Comparat was duly appointed on 12th January, 2026. The meeting welcomed Parveen and wished her well in her new role.

The meeting closed at 20:40 and the Chair thanked everyone for attending.

Alex Jack, Clerk/PO, 14/01/2026

Signed as a true record of proceedings:

Chair **Date**

PARISH AREA	TAXBASE		
	2026/27	2025/26	Movement
Cliffe	2208.14	2088.33	119.81
Determine the precept by entering required precept amount			OR
Council Tax Base Figure for 2026/27		2208.14	
Required 2026/27 Precept for Parish	£ 97,290.65		
Band A (6/9 of Band D)	£	29.37	
Band B (7/9 of Band D)	£	34.27	
Band C (8/9 of Band D)	£	39.16	
Band D charge	£	44.06	
Band E (11/9 of Band D)	£	53.85	
Band F (13/9 of Band D)	£	63.64	
Band G (15/9 of Band D)	£	73.43	
Band H (18/9 of Band D)	£	88.12	
PRECEPT			
2026/27	£	97,290.65	
...was 2025/26	£	91,202.00	
BAND D charge for Parish			
2026/27	£	44.06	
...was 2025/26	£	43.67	
% Change		0.9%	

Calculation – re General Reserve Consideration:

PRECEPT				Budget 2026/27
Total Income				£ 9,117.00
Total Expenditure				£ 108,614.00
Net Position				-£ 99,497.00
General Reserves 31/03/25				£ 40,848.00
General Reserves 31/03/26		forecast movement		£ 10,659.00
				£ 51,507.00
GROSS SHORTFALL				-£ 47,990.00
RECOMMENDED RESERVE				£ 49,300.00
BUDGET FUNDING FIGURE				-£ 97,290.00
Budget 2024/25	£ 87,513.00			
Budget 2025/26	£ 91,307.00	4.34%		
Budget 2026/27	£ 99,797.00	9.30%		
Precept 25/26	£ 91,202.00			
Precept 26/27	£ 97,290.00	6.68%		
PROPOSED BAND D				£44.06
		Band D		
tax base 2024/25	2007.34	£	43.60	
tax base 2025/26	2088.33	£	43.67	
tax base 2026/27	2208.14	£	44.06	0.9%