



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 Assistant Clerk Miss Sarah O'Donoghue

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 12th August 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.
- 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 8th July 2025**
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
June 2025 Bank Reconciliation – *Appendix 1*
 - b. **Payments for Approval**
To review payments yet to be made
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment – *Appendix 2*
To note that the National Pay Award has been agreed at 3.2% backdated to 1st April 2025. This has been implemented in the August salary payments.
 - d. **Other Financial Matters**
 - i) Receipts and Payments July 2025 – *Appendix 3*
 - ii) Annual review of pitch fees – *Appendix 4*
 - iii) Allotments water charge – following receipt of a huge water bill, a leak has been discovered and fixed. The Clerk is submitting a 'leak claim' to the water company.
 - iv) Damaged posts at the Buttway, Cliffe
 - e. **Advisory Matters for Council decisions**
Quotes received:
 - i) Solar lighting in Cliffe Woods car park
 - ii) Barrier post on Cliffe Woods Rec and posts for allotment road
 - iii) Signage at Cliffe car park and allotment road
 - iv) Cliffe noticeboard
 - v) Asset disposal – 2 x pink non-functioning laptops held in the storage room. Asset register value £1,000 Insurance value £0
 - vi) IT Policy – *Appendix 5*

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

Appendix 1

Agenda item 5a – Bank Reconciliation June 2025

Nat West Accounts

Date: 11/07/2025

Cliffe & Cliffe Woods Parish Council

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Time: 12:43

Bank Reconciliation Statement as at 04/07/2025
for Cashbook 1 - Current/Reserve Account

User: 7174.C.FRIBBINS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 55081592	04/07/2025		300.00
Reserve Account 56850409	04/07/2025		146,312.74
			<u>146,612.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			146,612.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			146,612.74
		Balance per Cash Book is :-	146,612.74
		Difference is :-	0.00

Bank Reconciliation up to 04/07/2025 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>
06/06/2025	DC	118.80		118.80		R <input checked="" type="checkbox"/>	DSG Solutions Ltd
11/06/2025	BACS	175.00		175.00		R <input checked="" type="checkbox"/>	Lionel Robbins
11/06/2025	BACS	453.60		453.60		R <input checked="" type="checkbox"/>	Earth Anchors Ltd
11/06/2025	BACS	51.50		51.50		R <input checked="" type="checkbox"/>	DBS Services Online Ltd
11/06/2025	BACS	51.50		51.50		R <input checked="" type="checkbox"/>	DBS Services Online Ltd
13/06/2025	BACS	1,061.87		1,061.87		R <input checked="" type="checkbox"/>	Staff Payment
13/06/2025	BACS	440.27		440.27		R <input checked="" type="checkbox"/>	Staff Payment
16/06/2025	DDR	95.33		95.33		R <input checked="" type="checkbox"/>	Nest Pensions
18/06/2025	DC	279.65		279.65		R <input checked="" type="checkbox"/>	WEL Medical
18/06/2025	BACS	7.76		7.76		R <input checked="" type="checkbox"/>	Expenses payment
20/06/2025	BACS	12.00		12.00		R <input checked="" type="checkbox"/>	Iris Software Ltd
20/06/2025	DDR	170.80		170.80		R <input checked="" type="checkbox"/>	EDF Energy
26/06/2025	a/c close		82,883.14	82,883.14		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2025	Interest		149.92	149.92		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/07/2025	Open bal	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Unity Trust Instant/fixed term
01/07/2025	DC	11.81		11.81		R <input checked="" type="checkbox"/>	Vonage
02/07/2025	stage 2	35,000.00		35,000.00		R <input checked="" type="checkbox"/>	Unity Trust Instant/fixed term
03/07/2025	DDR	14.83		14.83		R <input checked="" type="checkbox"/>	Northstar IT
04/07/2025	DDR	104.30		104.30		R <input checked="" type="checkbox"/>	Northstar IT
		<u>88,049.02</u>	<u>83,033.06</u>				

NS&I Account

Date:01/07/2025

Cliffe & Cliffe Woods Parish Council

Page 1

Time:09:11

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - National Savings Account**

User: 7174.C.FRIBBINS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
National Savings Investment Ac	30/06/2025		82,883.14
			<u>82,883.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			82,883.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			82,883.14
		Balance per Cash Book is :-	82,883.14
		Difference is :-	0.00

Date:01/07/2025

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Page 1

Time:09:22

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - National Savings Account**

User: 7174.C.FRIBBINS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
National Savings Investment Ac	30/06/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Date:01/07/2025

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Page 1

Time:09:22

Bank Reconciliation up to 30/06/2025 for Cashbook No 2 - National Savings Account

User: 7174.C.FRIBBINS

<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>
26/06/2025	a/c close	82,883.14		82,883.14		R <input checked="" type="checkbox"/>	Current/Reserve Account
		<u>82,883.14</u>	<u>0.00</u>				

Date: 01/07/2025

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Page 1

Time: 09:11

User: 7174.C.FRIBBINS

Bank Reconciliation up to 30/06/2025 for Cashbook No 2 - National Savings Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/06/2025	Interest		397.74	397.74		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>397.74</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

UNITY TRUST

Please note this has a balance of £85,000 but will not be reconciled until July statements are published.

Total Investment Balances as at 4th July 2025:

NAT WEST	£146,612.74
NS&I	£0.00 a/c now closed
UNITY	<u>£85,000</u>
TOTAL	<u>£231,612.74</u>

Appendix 2

Agenda item 5c - August Salaries

SALARIES RE JULY HOURS 2025		Gross	£ 2,598.80
Clerk/PO - hours	71.5	13.2 hol hrs	
Assistant Clerk - hours	21.25		
RFO - hours	21	6.3 hol hrs	
TOTAL MILEAGE			£49.05
TOTAL HOME ALLOWANCES			£112.00
SALARIES To pay Aug 2025		NET	£2,223.62
TOTAL ONCOSTS for Council			£ 268.15
HMRC Payment	Employer/ Employee DD	£670.57	
Nest Pensions	Employer/ Employee DD	£117.08	

Appendix 3
Agenda item – 5d(i)

Jul-25

**List of Receipts
and
Payments**

F&GP: 12th August 2025

Income				
			Receipts Received	
NatWest	Bank Interest		£134.98	
Total Income		£	134.98	
Payee	Item Description	Payment amount	Type	Authority
Unity Trust	New Account	£ 85,000.00	BACS	Council
Northstar IT	Monthly IT provision	£ 104.30	DDR	Contractual
Northstar IT	Additional IT provision	£ 14.83	DDR	Contractual
Local Loft	Annual Storage	£ 600.00	BACS	Min 142ii Council
Amazon	Stationery	£ 24.40	DC	Delegated
Cliffe Woods CA	Event Grant	£ 1,500.00	BACS	170vi Council
Blakes Sec System	Additional allotment keys	£ 22.25	DC	Delegated
HMRC	PAYE & NI Months 1-3	£ 1,406.69	DDR	Contractual
SLCC	CiLCA qualification fee	£ 450.00	DC	Delegated
KALC	Website accessibility training	£ 12.00	DC	Delegated
KALC	Assistant Clerk Training	£ 60.00	BACS	Delegated
Viking Office	Stationery	£ 108.26	DC	Delegated
EDF	Electricity changing rooms	£ 354.44	DDR	Contractual
Toner Giant	Print Cartridges	£ 88.70	DC	Delegated
Northstar IT	staff laptop	£ 718.80	DDR	Min 7dii F&GP
Nest Pensions	Pension provision	£ 90.13	DD	F&GP July

Salary costs	July Salaries (June hours)	£ 1,544.89	BACS	F&GP July
Iris Software (was Staffology)	Payroll software	£ 12.00	BACS	Contractual
Vonage	Telephone	£ 11.81	DC	Contractual
Total Expenditure				
		£ 92,123.50		

Council had the legal power to make all payments

All payments were pre-authorised or made under delegation

Appendix 4

Agenda item – 5d(ii)

Review of Pitch Fees

Pitch fees are annually charged to two users of Cliffe Recreation ground.

The fees for the period 1st April 2025 to 31st March 2026 are now due.

In the year 2024/25 pitch fees were £792 + VAT per user providing a total income to Council of £1,584 + VAT

Costs Council occurred in the 2024/25 financial year:

2024/25	Changing room Electricity	Changing room Other (inc water)	2025/26 Electricity	Other
APRIL	243.49	129.97	168.76	312.36
MAY	275.86		162.67	
JUNE	179.65		295.37	
JULY	164.43	88.36		
AUGUST	148.95	120.00		
SEPTEMBER	184.49			
OCTOBER	201.44	256.59		
NOVEMBER	201.71			
DECEMBER	201.28			
JANUARY	231.31	212.47		
FEBRUARY	205.24			
MARCH	193.36	4.50		
TOTALS	£2,431.21	£811.89	£626.80	£312.36

2024/25 TOTAL EXP £3,243.10 TOTAL INC £1,584.00 DEFECIT £1,659.10

2025/26 EXP TO DATE £939.16

Whilst Council may wish to subsidise the users of the facilities, any subsidy should be considered commensurate with the numbers benefitting from the facilities.

Council is asked to consider and decide upon what charge is to be implemented for 2025/26.

Please note there is an unusually large water bill currently being investigated. Water charges have historically been split 50/50 between the changing rooms and allotment site.

The RFO will submit a report to F&GP in due course regarding the review of allotment rents and this will include an analysis of water charges.

Appendix 5



Agenda item – 5e(vi)

Cliffe and Cliffe Woods Parish Council 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. 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.

Date:

Signature:

Role: