



# Cliffe and Cliffe Woods Parish Council

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

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 10<sup>th</sup> March 2026**  
at **7.30pm at St Helen's House, Cliffe, ME3 7QP**

## F&GP MINUTES

**Councillors Present:** Robert Wyatt (Chair), Joan Darwell, Barry Dibble, Harry Johnson, Ray Letheren and Jim Wenban.

**Council Staff Present:** Alex Jack, Clerk P/O and Parveen Comparat, Assistant Clerk

**1 Apologies for Absence**

Cllr Ken Kentell 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**

It was proposed by Cllr R Wyatt, seconded by Cllr H Johnson to accept the Minutes, **all agreed**.

Minutes were signed by the Chair.

**5 Finance and General Purposes**

**a. Month End Reports**

January 2026 Bank Reconciliations were proposed by Cllr B Dibble, seconded by Cllr R Letheren, all agreed.

**b. Payments for Approval**

To review payments that are outside the scope of delegation/contractual arrangements None.

**c. PAYE Payments for Authorisation**

February payroll payments were proposed by Cllr B Dibble, seconded by Cllr R Letheren, all agreed

**d. Other Financial Matters**

i) **Receipts and Payments February 2026** - proposed by Cllr B Dibble, seconded by Cllr R Letheren, all agreed

ii) **Earmarked Reserve Movements** - proposed by Cllr B Dibble, seconded by Cllr J Wenban, all agreed

iii) **Signage Small car park entrance and Recreation Ground, Cliffe** – Cllr H Johnson made suggestions to use the current signage on the ball court but to enlarge the sign and put close to the barrier. Concerns were raised as to what the sign will say, what the area is permitted for and to name the prohibited activities such as dirtbike riding.

A suggestion was made to use the sign at the Cliffe Woods Rec as a template, Clerk to find out costing before next full Parish Council meeting.

iv) **Grant Funding request – Cliffe Bowls Club.**

Request to pay £300 towards new shed: Recommended to Full Council – all agreed

v) **Request for event on Parish Council land – Cliffe Woods Community Association –** Waiting for forms to agree it – Recommended to Full Parish Council.

vi) **Policies to be introduced /reviewed:**

- **IT (NEW)**  
proposed by Cllr H Johnson, seconded by Cllr B Dibble, 5 in favour. 1 Abstain
- **Home working (NEW)**  
proposed by Cllr H Johnson, seconded by Cllr B Dibble, 5 in favour. 1 Abstain
- **CCTV (UPDATED)**  
proposed by Cllr H Johnson, seconded by Cllr B Dibble, ALL
- **Capability (NEW)**  
proposed by Cllr B Dibble, seconded by Cllr R Wyatt, 3 in favour. 2 Abstain
- **Subject Access Request (NEW)**  
proposed by Cllr H Johnson, seconded by Cllr B Dibble, 4 in favour. 2 Abstain
- **Health & Safety at Work (UPDATED)**  
proposed by Cllr H Johnson, seconded by Cllr B Dibble, 4 in favour. 2 Abstain
- **Press & Media (NEW)**  
proposed by Cllr H Johnson, seconded by Cllr B Dibble, 4 in favour. 2 Abstain
- **Child/Young Person/Vulnerable Adult Protection (UPDATED)**  
Proposed by Cllr R Wyatt, seconded by Cllr B Dibble, 4 in favour, 2 Abstain

vii) **Misuse of village car park leading to diminishing church congregation**

Cllr B Dibble suggested a height barrier for the Hard standing Land as it was noted that many vehicles are using this area as a car park and using it over night or for long periods of time (days/weeks/months). Recommended to Full Parish Council.

proposed by Cllr R Wyatt, seconded by Cllr B Dibble, all agreed.

***Cllr J Darwell left the meeting at 20.15.***

viii) **Churchyard tap maintenance**

Cllrs R Letheren and Cllr J Wenban to investigate what the problem is.

Recommended to Full Parish Council.

ix) **Illegal drug use and trafficking in Cliffe and Cliffe Woods car parks and surrounding areas**

Cllr H Johnson to take forward with Police Liaison.

**6 Personnel Matters**

i) **Assistant Clerk review (Clerk/PO)**

Review of first month with Parish Council. Assistant Clerk was happy to report she had passed her theory test.

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

P. Comparat, Assistant Clerk, 11/03/2026

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

**Chair .....**

**Date .....**