

## Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

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

To all Parish Councillors, you are summoned to attend the meeting of Cliffe and Cliffe Woods Parish Council to be held on **Thursday 21<sup>st</sup> May 2026 at the Emmanuel Centre, Cliffe Woods ME3 8HX** following the Annual Parish Council Meeting **starting at 7pm**

### AGENDA

- 1.0 **Apologies for Absence**
- 2.0 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.  
*A councillor, who declares 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.*
- Public Participation** Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).
- 3.0 **Co-option – three vacancies for Cliffe Woods Ward**
- 4.0 **Approval of Minutes of Meeting held on 19/03/2026**
- 5.0 **Report: Clerks**
- 6.0 **Report: Chair**
- 7.0 **Reports: Finance & General Purposes (Cllr R Wyatt, Clerk/RFO)**
- 7.1 The F&GP committee met on 14/4/2026. Minutes attached.
- a) Agreed under F&GP Committee Terms of Reference delegated powers when a full Council meeting was not scheduled
    - i) Bank Reconciliations for February 2026
    - ii) Receipts and Payments for March 2026
    - iii) Quote for Skatepark repairs £1200+VAT Safeplay Playground Services Ltd.
    - iv) Grant funding request from CWCA £1480 for Christmas Panto 19/12/2026
    - v) Grant funding request from Cliffe Memorial Hall £1500 for Armed Forces Day/Summer Fair 27/6/2026 agreed on condition copy accounts received before 30/4/2026
    - vi) Signage for Cliffe Recreation Ground & The Buttway, Ray Dor Signs total £480+VAT, 2 signs, + £12.50 delivery, The Sign Studio Ltd £70, 2 signs, fitted
    - vii) Annual fire alarm servicing containers and changing rooms £81 + VAT, E K Fire Services
    - viii) Cleaning contract with Pacific Cleaning Solutions Ltd. agreed for changing rooms £17.50 ph + consumables
  - b) Other items of note (no decisions required):
    - i) Bleed Control Kits x 2 purchased for defibrillators £85 + VAT each
    - ii) Cliffe Memorial Hall tenancy advice remit from solicitors following a meeting with hall committee, to be arranged
    - iii) City Fibre access request for The Buttway, Cliffe agreed
    - iv) External audit with Lionel Robbins completed
    - v) Request from Cliffe Woods Colts FC for Rounders Day at Cliffe Rec on 18/7 with stalls agreed
- 7.2 The F&GP committee met on 12/5/2026. Minutes attached.
- c) The following were recommended to be agreed by full Council

- i) Bank reconciliations for March 2026
- ii) Receipts and payments for April 2026
- iii) Transfer of £38,000 to CCLA account following receipt of the precept
- iv) Purchase of a field maple hedge for the Cliffe Memorial Hall grounds, Hedges Direct £104.58
- v) Agreement to cancel August full council meetings to provide a councillor summer break
- d) Other items of note (no decisions required):
  - i) Audit fees for internal auditor, Lionel Robbins £210
  - ii) Urgent repair of Play Area gate, Structural Steel £502.92
  - iii) Medway Norse to continue grass cutting for all Parish Council recreation grounds FOC, renewal quote for litter picking/groundworks awaited
  - iv) Staff appraisals to take place

8.0

### **Annual Governance & Accountability Return 2025/26 (AGAR) (Clerk/RFO)**

- a) Internal Auditors Report – to receive and review the Annual Internal Audit Report
- b) To review the Internal System of Control to support responses to the Annual Governance Statement, attached
- c) Annual Governance Statement – to consider and resolve each accounting statement (the Clerk and Chairman to sign after the resolution)
- d) Accounting Statement – to approve Section 2 Accounting Statement (the RFO has certified the Statement and the Chairman is to sign immediately after the resolution)
- e) To note the dates of the Exercise of Public Rights (3<sup>rd</sup> June – 14<sup>th</sup> July 2026)
- f) Appointment of Internal Auditor – it is recommended that Lionel Robbins be re-appointed internal auditor for 2026/27

9.0

### **Report: Planning Committee (Cllr C Fribbins)**

The Planning Committee meetings on 26/3/26 and 30/4/26 were cancelled as no applications to review.

9.1

#### **Applications received since meeting date:**

- a) **MC/26/0597 - 9 Chesterton Road, Cliffe ME3 7QX** - Construction of a single storey extension to rear
- b) **MC/26/0905 – The Bungalow, Perry Hill, Cliffe ME3** – Construction of a 3 bedroomed detached chalet bungalow with attached garage and associated landscaping and parking – Demolition of existing dwelling and associated outbuildings. Comments by 4/6/2026.

9.2

#### **Ongoing developments/issues:**

- a) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – No meeting arranged, nothing further.
- b) **S106 Sporting facilities in Cliffe Woods** – Awaiting response from Medway Council re decision on use of funding for sports facilities in Cliffe Woods.
- c) **Homes England proposal for former Chattenden Barracks** - Agreed to monitor development. Further online consultation planned.
- d) **Medway Local Plan 2041** – Reg. 19 Consultation. New site erroneously described as SR4 150 dwellings North Little Church Rd, west of Town Rd, Cliffe Woods. Land 'extends' Redrow site up to Lillechurch Rd.
- e) **One way system between Cliffe and Cliffe Woods and Higham**, this is a Gravesham proposal to introduce one-way system around Higham and Cliffe Woods (Gore Green Rd towards Higham only and Lower Rochester Rd away from Higham to B2000/Town Rd). It is linked to an expansion of activities at Hoo Junction/Canal Rd. No formal consultation with the parish, no further details or comments raised, to be monitored.
- f) **MC/25/0006 – Land off Lower Rochester Rd, Wainscott (Frindsbuy Extra Parish)** The outline/access only application has now been submitted. The views of the Parish Council are known - the highways impact on the A289 Wainscott Bypass (from and to London) exacerbate an already heavily congested junction in the morning and evening peak as well as Hollywood Lane/Brompton Farm Rd and especially the Four Elms Roundabout (primary access for our residents to the Hoo Peninsula and Medway Tunnel. Appeals Ref 6002071 dated 6/2 sent to Secretary of State to be decided by Public Inquiry.
- g) **MC/21/0185 – Land adjacent to 4 View Rd, Cliffe Woods** – Land illegally cleared and then used as a rubbish dump. Medway Council requested fence and natural habitat to be reinstated.

- 10.0 **Report: Cliffe Woods Car Park Resurfacing Project** (Cllrs. C Fribbins, F Harper)
- 11.0 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway (Cllrs. P Clements, R Wyatt, Clerk/PO)
- 12.0 **Report: Other Committees/Panel**
- 12.1 Footpaths and Common Land (Cllr R Wyatt)
  - 12.2 Personnel Panel (Cllrs. V Walton, J Wenban, R Wyatt)
  - 12.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins)
- 13.0 **Report: Other Bodies**
- 13.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop, C Fribbins, K Kentell, V Walton)
  - 13.2 Cliffe Woods Community Association (Cllr V Walton)
  - 13.3 Cliffe Memorial Hall (Cllr J Darwell)
  - 13.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban)
  - 13.5 Rural Liaison Committee (Cllr R Wyatt)
  - 13.6 Kent Association of Local Council (KALC) (Medway) (Cllr K Kentell)
  - 13.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermid)
  - 13.8 Police Liaison (Cllr H Johnson)
  - 13.9 Events
- 14.0 **Other Reports** – to be handed to the Clerk for next meeting 18/06/2026 at Emmanuel Centre, Cliffe Woods.

Alex Jack, Clerk/PO, 15/05/2026



**Cliffe and Cliffe Woods Parish Council**  
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166  
✉ clerk@cliffeandcliffewoods-pc.gov.uk

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

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 19<sup>th</sup> March 2026, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX**

## PC MINUTES

- Councillors present:** Barry Dibble (Chair), Robert Wyatt (Vice Chair), David Bishop, Joan Darwell, Fred Harper, Harry Johnson, Ken Kentell, Ray Letheren, Vivienne Walton, Jim Wenban
- Council staff present:** Alex Jack (Clerk/PO), Parveen Comparat (Assistant Clerk)
- 332 **Apologies for Absence**  
Cllrs. Peter Clements, Sue McDermid, Chris Fribbins sent apologies. Reasons for absence were given, proposed by Cllr H Johnson, seconded by Cllr V Walton that apologies be accepted, **all agreed**. Cllr F Eyers was absent.
- 333 **Declarations of Interest**  
Cllrs D Bishop, K Kentell, V Walton – Cliffe and Cliffe Woods Community Trust  
Cllr V Walton – Cliffe Woods Community Association  
Cllr J Darwell – Cliffe Memorial Hall  
Cllr F Harper – Cliffe Bowls Club
- Public Participation**  
No members of the public attended.
- 334 **Co-option – two vacancies for Cliffe Woods Ward**  
No interest at this time.
- 335 **Approval of Minutes of Meeting held on 19/02/2026.**  
Proposed Cllr J Wenban, seconded Cllr R Wyatt, 8 in favour and 2 abstain, **carried**.
- 336 **Report: Clerks**  
New bleed control kits have been purchased for the two defibrillators.  
Arrangements for APM 16<sup>th</sup> April 2026, 7pm at Cliffe Woods Community Association hall. Guest speakers will include Stacey McGregor from Medway Council and Billy Crystal from Eternal Lake Nature Reserve. All welcome.
- 337 **Report: Chair (Cllr B Dibble)**  
No report
- 338 **Report: Finance & General Purposes (Cllr R Wyatt)**  
The F&GP committee met on 10/03/2023 and Cllr R Wyatt gave a verbal overview of the following:  
a) Recommendations to full Council:  
i) Bank reconciliations for January 2026  
Proposed Cllr R Wyatt, seconded Cllr H Johnson, **all agreed**

ii) Receipts and Payments February 2026  
Proposed Cllr R Wyatt, seconded Cllr V Walton, **all agreed**

iii) Earmarked Reserve Movements:  
£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 Reserves  
Proposed Cllr R Wyatt, seconded Cllr H Johnson, **all agreed**.

iv) Grant funding request £300.00 towards shed – Cliffe Bowls Club  
Proposed Cllr R Wyatt, seconded Cllr H Johnson, 7 in favour & 3 abstain, **carried**.

v) Policies to be introduced – IT, Home Working, CCTV, Capability, Subject Access Request, Health & Safety at Work, Safeguarding Children & Vulnerable Adults, Press & Media. Proposed Cllr R Wyatt, seconded Cllr B Dibble, **all agreed**

vi) Height restriction barrier at Buttway hard standing area  
Following complaints from residents and St Helen's Church unable to park in this area and use the village facilities due to overnight parking, it was decided to install the barrier with signage. Quote received from Structural Steel Ltd for £2523.93 +VAT. Proposed Cllr V Walton, seconded Cllr H Johnson, **all agreed**

vii) Churchyard tap maintenance  
Following an inspection, a push tap was suggested as an option for the Church.

viii) Signage for Cliffe Recreation ground.  
Discussions were made on sign wording. Clerk/PO will get quotes ready for next F&GP meeting.

- b) i) Illegal drug use and trafficking in Cliffe and Cliffe Woods car parks and surrounding areas.  
Cllr H Johnson reported that 2 new officers have been added to the Peninsula. The churchyard has also been added to the policing route. The importance of reporting online and 101 was advised.

ii) Assistant Clerk review, **noted**

339

**Report: Planning Committee (Cllr C Fribbins)**

The planning committee met on 26/02/2026. In the absence of the planning committee Chair, the following was reviewed by all Cllrs present.

339.1 **Applications received:**

- a) MC/25/2187 - Land South of Buckland Road Cliffe Woods** - Details pursuant to condition 10 (Ecological Management Plan) and condition 11 (habitat creation/enhancement) on planning permission MC/23/0531 - Construction of 44 dwellings (25% of which will be affordable), together with access, public open space and landscaping and associated works.
- b) MC/26/0194 - Land To The Left Eternal Lake Nature Reserve, South Of Higham Road And East Of Buckland Road Buckland Road Cliffe ME3 7RT** - Outline application with some matters reserved (appearance, landscaping, layout and scale) for construction of up to 100 residential dwellings including affordable housing with provision of vehicular, pedestrian and cycle access from Higham Road, public open spaces, sustainable urban drainage systems, landscaping, infrastructure and earthworks
- c) MC/25/2492 - Land South of Buckland Road Cliffe Woods** - Details pursuant to condition 12 (Suds) and 14 (CSWMP) on planning permission MC/23/0531 Construction of 44 dwellings (25% of which will be affordable), together with access, public open space and landscaping and associated works.
- d) TPA/25/2317 - 5 Englefield Crescent Cliffe Woods ME3 8HB** - T1 Oak - remove major deadwood, lift canopy to 6.5m (crown break), predominantly by removal of epicormic growth (Tree height 20m, removing up to 6.5m, retaining 13.5m).
- e) MC/25/2454 - Land South of Buckland Road Cliffe Woods** - Details pursuant to conditions 4 (Boundary Treatment) and 18 (Lighting) on planning permission MC/23/0531 Construction of 44

dwellings (25% of which will be affordable), together with access, public open space and landscaping and associated works.

**f) MC/25/1361 – Land South of Woodview House, Perry Hill, Cliffe ME3 7TX** - Application for permission in principle for the construction of a minimum of one and a maximum of three self-build residential units.

**g) MC/26/0303 – 157 Church street Cliffe, ME3 7SS** - Application for a non-material amendment to planning application MC/25/2503 for alterations to the internal arrangement not affecting the exterior. The internal changes re-route the way through the building to provide direct access to the accessible WC from the café, as well as from the hairdressers.

339.2 **Ongoing developments/issues:**

- a) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – No meeting arranged, nothing further.
- b) **S106 Sporting facilities in Cliffe Woods** – Awaiting response from Medway Council re decision on use of funding for sports facilities in Cliffe Woods.
- c) **Redrow 1** – Letters sent to residents and to Parish Council re tree removal and change to works site entrance added to our website and social media. Concern raised by Esquire Management Committee re condition of trees on their boundary forwarded to relevant parties.
- d) **Homes England proposal for former Chattenden Barracks** - Preplanning consultation exhibition held 26/2 attended by Planning Chair. Agreed to monitor development. Further online consultation planned.
- e) **Medway Local Plan 2041** – Reg. 19 Consultation. New site erroneously described as SR4 150 dwellings North Little Church Rd, west of Town Rd, Cliffe Woods. Land 'extends' Redrow site up to Lillechurch Rd.
- f) **One way system between Cliffe and Cliffe Woods and Higham**, this is a Gravesham proposal to introduce one-way system around Higham and Cliffe Woods (Gore Green Rd towards Higham only and Lower Rochester Rd away from Higham to B2000/Town Rd). It is linked to an expansion of activities at Hoo Junction/Canal Rd. No formal consultation with the parish, no further details or comments raised, to be monitored.
- g) **Development site at bottom of B2000/Lower Rochester Rd (Frindsbuy Extra Parish)**  
The outline/access only application has now been submitted. The views of the Parish Council are known - the highways impact on the A289 Wainscott Bypass (from and to London) exacerbate an already heavily congested junction in the morning and evening peak as well as Hollywood Lane/Brompton Farm Rd and especially the Four Elms Roundabout (primary access for our residents to the Hoo Peninsula and Medway Tunnel).
- h) **Gleeson pre planning consultation for Land South of Higham Road, Cliffe** – 95 new homes. EIA now submitted. Public meeting held on 15/1 at Cliffe Memorial Hall with Marrons and Gleeson representatives. Concerns raised were noted and further consultation to be carried out between developer and Medway Council.

340 **Cliffe Woods Car Park Resurfacing Project** (Cllrs. C Fribbins, F Harper)  
Cllr F Harper has chased the contractor for a quote. Ongoing.

341 **Report: Council Assets** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park, and Buttway (Cllrs. P Clements, R Wyatt, Clerk/PO)

341.1 Cllr R Wyatt reported that 4 trees had now been planted in the play area and Memorial Hall grounds.

341.2 Cllr J Darwell reported damage at the skate park, and it was decided that Cllr J Wenban and Clerk/PO would inspect urgently and close area if necessary prior to repairs being carried out.

342 **Report: Other Committees/Panel**

342.1 Footpaths and Common Land (Cllr R Wyatt)

It was reported that Hilton Road, Cliffe Woods had a survey to discover usage and whether to add gravel to footpaths.

342.2 Personnel Panel (Cllrs. V Walton, J Wenban, R Wyatt) – No report

342.3 Social and Digital Media (Cllrs. D Bishop, C Fribbins) – No report

343 **Report: Other Bodies**

343.1 Cliffe and Cliffe Woods Community Trust (Cllrs. D Bishop, C Fribbins, K Kentell, V Walton)  
It was reported the electric company has been in touch to fund a new line to Tilbury, Essex.

343.2 Cliffe Woods Community Association (Cllr V Walton)

It was reported In-Post are nearly ready to sign contract.  
Christmas Panto has been booked for 19<sup>th</sup> December 2026 and secured with last year's price.

- 343.3 Cliffe Memorial Hall (Cllr J Darwell)  
It was reported the Memorial Hall has been approached by Imperial War Museum for historical reference.  
The coffee morning has continued success, and the Cockney Night was a sell-out.
- 343.4 Brett's Liaison (Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban)  
No report
- 343.5 Rural Liaison Committee (Cllr R Wyatt)  
It was reported the Lower Thames Crossing will increase traffic in Medway by 40%. This will impact on A228 at Cuxton and Four Elms Hill. The Local Plan has been submitted to the planning inspectorate and hope to get initial feedback by May 2026.
- 343.6 Kent Association of Local Councils (KALC) (Medway) (Cllr K Kentell) – No report
- 343.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) (Cllr S McDermid) – No report
- 343.8 Police Liaison (Cllr H Johnson) - No report
- 343.9 Events
  - a) Cliffe Woods Community Association – Summer Fete 20/06/2026  
Application for the land usage. Proposed Cllr H Johnson, seconded Cllr R Wyatt, 7 in favour & 3 abstain, **carried**.

344 **Other Reports** – to be handed to the Clerk for next meetings 21/05/2026 at Emmanuel Centre, Cliffe Woods

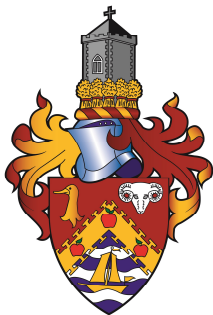
**The meeting was closed at 20.40 and the Chair thanked everyone for attending.**

Parveen Comparat (Assistant Clerk) 19/03/2026

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

**Chair** .....

**Date** .....



## Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

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 14th April 2026**,  
**7.30pm at St Helen's House, Cliffe, ME3 7QP**

### F&GP MINUTES

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

**Council Staff Present:** Alex Jack, Clerk/PO

1. **Apologies for Absence**  
Cllrs. Ken Kentell and Harry Johnson 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 10<sup>th</sup> March 2026**  
Proposed by Cllr B Dibble, seconded by Cllr J Darwell, **all agreed**. Minutes were signed by the Chair.
5. **Finance and General Purposes**
  - a. **Month End Reports**  
February 2026 Bank Reconciliations were reviewed. Proposed by Cllr J Wenban, seconded by Cllr B Dibble, **all agreed**.
  - b. **Payments for Approval**  
Annual subscription to KALC including NALC of £1865.96. Proposed by Cllr R Wyatt, seconded by Cllr R Letheren, 4 in favour, 1 abstention, **carried**.
  - c. **PAYE Payments for Authorisation**  
March payroll payments were proposed by Cllr B Dibble, seconded by Cllr J Wenban, **all agreed**.
  - d. **Other Financial Matters**  
The following were agreed under F&GP Committee Terms of Reference where no full Council meeting is scheduled, the F&GP Committee have delegated power to approve urgent payments within approved budgets.
    - i) Receipts and Payments March 2026  
Proposed by Cllr B Dibble, seconded by Cllr J Wenban, **all agreed**.
    - ii) Signage quotes for Cliffe Rec from Ray Dor Signs £368+VAT (main sign) and £112+VAT (small dog sign) plus £12.50 delivery were proposed by Cllr B Dibble, seconded by Cllr R Wyatt, **all agreed**. Installation to be arranged.
    - iii) Signage quote for The Buttway from The Sign Studio Ltd £70 (2 signs, fitted). Cllr J Darwell proposed not to erect, no seconder, proposal failed. Proposed to erect by Cllr B Dibble, seconded by Cllr J Wenban, 4 in favour, 1 against, **carried**.





## Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

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 12<sup>th</sup> May 2026 at 7.30pm at St Helen's House, Cliffe, ME3 7QP**

### F&GP MINUTES

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

**Council Staff Present:** Alex Jack. Helen Symmons. Parveen Comparat.

- 1 **Apologies for Absence:** Ray Letheren sent apologies. Ken Kentell was absent.
- 2 **Declarations of Interest**  
Cllr J Darwell – Cliffe Memorial Hall
- 3 **Public Representation:** None
- 4 **Approval of Minutes of Meeting held on Tuesday 14<sup>th</sup> April 2026.**  
It was proposed by J Wenban, seconded by H Johnson to accept the Minutes, all in favour. The Minutes were signed by the Chair.
- 5 **Finance and General Purposes**
  - a. **Month End Reports** March Bank reconciliation - **proposed by Cllr H Johnson, seconded by Cllr B Dibble. All agreed**
  - b. **Payments for Approval:**
    - Annual Audit Fee to Lionel Robbins for the sum of £210.00
    - Urgent repair of the Rec park gate to Structural Steel for the sum of £502.92 - **proposed by Cllr J Wenban, seconded by Cllr H Johnson. All agreed**
  - c. **PAYE Payments for Authorisation** – April payroll payments - **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed**
  - d. **Other Financial Matters**
    - i) Receipts and Payments April 2026 - **proposed by Cllr B Dibble, seconded by Cllr J Wenban. All agreed**
    - ii) 2025/26 Financial Statement - **proposed by Cllr H Johnson, seconded by Cllr B Dibble. All agreed. NOTED**
    - iii) Recommendation to transfer £38,000 to CCLA account - It was recommended to Full Council **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed**
    - iv) Internal Auditor report – Cllr B Dibble commented that the report was a very good year for the parish council - **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed**
    - v) Renewal of litter picking and groundworks contract – The clerk reported that she met with NORSE and discussed concerns of retaining the contract of work for the recreation grounds. The clerk was assured that Norse would continue to clear the recreation ground as past practice.

vi) Revision to Standing Orders, it was recommended to Full Council **proposed by Cllr R Wyatt, seconded by Cllr H Johnson. All agreed** Financial Regulations **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed** and Financial Regulations TOR **proposed by Cllr H Johnson, seconded by Cllr J Wenban. All agreed**

vii) Proposal for full Council summer break in August - It was recommended to Full Council **proposed by Cllr B Dibble, seconded by Cllr H Johnson. 1 Abstain and 4 in favour.**

viii) Proposal to buy a Field Maple Hedge for the Memorial Hall Grounds – Cllr R Wyatt has recommended to buy a hedge for the benefit of the environment and aesthetics. It was recommended to Full Council. **proposed by Cllr H Johnson, seconded by Cllr B Dibble. All agreed**

*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) Staff appraisals – Staff members Clerk/PO Alex Jack and RFO Helen Symmons will be having their appraisals in the coming month.

The meeting closed at 8:12pm and the Chair thanked everyone for attending.

Parveen Comparat, Assistant clerk, 13/05/2026

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

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

**Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		300.00
Reserve Account 56850409	31/03/2026		17,986.56
			<u>18,286.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,286.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,286.56
		<b>Balance per Cash Book is :-</b>	<b>18,286.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation up to 31/03/2026 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>
06/03/2026	Plot rent		62.00	62.00		R <input type="checkbox"/>	Receipt(s) Banked
09/03/2026	Plot rent		47.00	47.00		R <input type="checkbox"/>	Receipt(s) Banked
12/03/2026	BACS	10.00		10.00		R <input type="checkbox"/>	Allotment Tenant
12/03/2026	Plot rent		54.00	54.00		R <input type="checkbox"/>	Receipt(s) Banked
13/03/2026	BACS	21.93		21.93		R <input type="checkbox"/>	AMAZON
13/03/2026	BACS	1,759.08		1,759.08		R <input type="checkbox"/>	Staff Payment
13/03/2026	DDR	120.28		120.28		R <input type="checkbox"/>	Nest Pensions
13/03/2026	DC	65.22		65.22		R <input type="checkbox"/>	Viking Office UK Ltd
17/03/2026	DDR	58.80		58.80		R <input type="checkbox"/>	EDF Energy
17/03/2026	DC	204.00		204.00		R <input type="checkbox"/>	Turtle Engineering Ltd
20/03/2026	Plot rents		221.00	221.00		R <input type="checkbox"/>	Receipt(s) Banked
21/03/2026	Plot rent		157.00	157.00		R <input type="checkbox"/>	Receipt(s) Banked
24/03/2026	Plot paymt		47.00	47.00		R <input type="checkbox"/>	Receipt(s) Banked
25/03/2026	Plot paymt		139.08	139.08		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2026	BACS	300.00		300.00		R <input type="checkbox"/>	Cliffe Bowls Club
26/03/2026	BACS	8.00		8.00		R <input type="checkbox"/>	Allotment Tenant
27/03/2026	Plot paymt		296.00	296.00		R <input type="checkbox"/>	Receipt(s) Banked
30/03/2026	Plot paymt		181.00	181.00		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2026	BACS	1,815.00		1,815.00		R <input type="checkbox"/>	Medway Norse Ltd
31/03/2026	BACS	471.36		471.36		R <input type="checkbox"/>	Structural Steel Cons
31/03/2026	DDR	1,080.00		1,080.00		R <input type="checkbox"/>	Northstar IT
31/03/2026	DC	84.22		84.22		R <input type="checkbox"/>	Blakes Sec Systems
31/03/2026	Plot paymt		376.00	376.00		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2026	Interest		16.59	16.59		R <input type="checkbox"/>	Receipt(s) Banked
		<u>5,997.89</u>	<u>1,596.67</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		76,584.30
			<u>76,584.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,584.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,584.30
		<b>Balance per Cash Book is :-</b>	<b>76,584.30</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation up to 31/03/2026 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>
03/03/2026	Reinvestmt		220.43	220.43		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>220.43</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/03/2026  
for Cashbook 4 - Unity Trust Instant/fixed term**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/03/2026		87,018.79
			<u>87,018.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,018.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,018.79
		<b>Balance per Cash Book is :-</b>	<b>87,018.79</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation up to 31/03/2026 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>
31/03/2026	Interest		196.35	196.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>196.35</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Current/Reserve Account

## Cash Received between 01/04/2026 and 30/04/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/04/2026	HMRC Vat	VAT refund	VAT Jan-March 26	2,325.52
17/04/2026	Medway Council	Precept	2026-27 Precept	97,290.00
30/04/2026	NatWest	Interest	Bank interest	41.83
01/04/2026	Plot payment	Allotments	Plots 21a,b 31b, 31c, 32b	254.00
02/04/2026	Plot payment	Allotment	Plot 2a	47.00
09/04/2026	Plot payment	Allotments	Plot 23 b	57.00
10/04/2026	Plot payment	Allotments	Plots 7a, 22b	124.00
13/04/2026	Plot payment	Allotments	Plots 22a, 16a,b	181.00
<b>Total Receipts</b>				<b><u>100,320.35</u></b>

CCLA PSDF

Cash Received between 01/04/2026 and 30/04/2026

---

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/04/2026	CCLA PSDF	Reinvestmt	Reinvestment income	243.47
<b>Total Receipts</b>				<b>243.47</b>

---

## List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/04/2026	Vonage	DDR	16.77	Contractual	March bill
02/04/2026	Iris Software Ltd	DDR	13.20	Contractual	Feb pay admin
07/04/2026	AMAZON	DC	8.99	Delegated - clerk	Cups for APM
07/04/2026	AMAZON	DC	23.99	Delegated - Clerk	laser pointer
07/04/2026	KALC	DC	48.00	Delegated - clerk	Cllr Bishop AI training
07/04/2026	KALC	DC	48.00	Delegated - clerk	Cllr Bishop AI training 2
08/04/2026	Northstar IT	DDR	122.14	Contractual	Monthly IT
09/04/2026	Morrisons	DC	10.39	Delegated - clerk	APM refreshments
15/04/2026	Staff Payment	BACS	1,736.61	F&GP April 26	April Salaries (March hrs)
15/04/2026	Rialtas Business Solutions Ltd	BACS	1,696.80	F&GP April 26	Annual subscription/support
16/04/2026	Nest Pensions	DDR	122.04	Contractual	April (March hrs)
16/04/2026	EDF Engergy	DDR	58.66	Contractual	March electricity
23/04/2026	HMRC PAYE	DDR	1,360.14	Legal	Feb-Apr
<b>Total Payments</b>			<b>5,265.73</b>		

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Administration</u>							
Precept	91,202	91,202	0			100.0%	
Bank Interest	4,803	1,000	(3,803)			480.3%	
Salaries & Wages	(17,289)	(21,750)	4,461		4,461	79.5%	
PAYE & NI - HMRC	(4,018)	0	(4,018)		(4,018)	0.0%	
Emp'ler 3% Emp'lee 5% Pension	(1,153)	(600)	(553)		(553)	192.2%	
Home Allowance	(1,108)	(1,440)	333		333	76.9%	
Staff Costs - other	(1,229)	(450)	(779)		(779)	273.1%	
Mileage Claims	(354)	(1,134)	780		780	31.2%	
Travelling Expenses	(49)	(100)	51		51	49.0%	
Telephone Expenses	(106)	(500)	394		394	21.3%	
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	(597)	(700)	103		103	85.3%	
Computer/IT Expenses	(4,381)	(3,500)	(881)		(881)	125.2%	
Postages	0	(150)	150		150	0.0%	
Subscriptions	(1,733)	(1,650)	(83)		(83)	105.0%	
Storage	(611)	(700)	89		89	87.3%	
Repairs & Maintenance	0	(500)	500		500	0.0%	
Noticeboards	(12)	(500)	488		488	2.3%	
Other Expenses	13	(500)	513		513	(2.6%)	
<u>Donations</u>							
Other Income	500	0	(500)			0.0%	
Village Event donations	(3,000)	(3,000)	0		0	100.0%	
Grants S137	(1,095)	(2,500)	1,405		1,405	43.8%	
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 Grant	(1,500)	0	(1,500)		(1,500)	0.0%	
<u>Allotments</u>							
Income Allotment Rents	4,538	4,000	(538)			113.4%	
Income Allotment Key Deposits	40	0	(40)			0.0%	20
Repairs & Maintenance	(195)	(750)	555		555	26.0%	
Allotments Expenditure	(2,858)	(750)	(2,108)		(2,108)	381.0%	10

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Play Areas/Recreation</u>							
Income Football Pitch Rents	1,663	1,500	(163)			110.9%	
Repairs & Maintenance	(1,798)	(5,000)	3,203		3,203	36.0%	
Play Park & Rec Grounds	(6,162)	(4,250)	(1,912)		(1,912)	145.0%	
Buttway	(575)	(1,000)	425		425	57.5%	
<u>Youth Projects</u>							
Skate park Maintenance	0	(1,000)	1,000		1,000	0.0%	
<u>Car parks</u>							
Salt bins & Salt	0	(100)	100		100	0.0%	
Repairs & Maintenance	(393)	(2,500)	2,107		2,107	15.7%	
<u>Changing Rooms</u>							
Utilities	(2,290)	(5,000)	2,710		2,710	45.8%	
Repairs & Maintenance	0	(500)	500		500	0.0%	
Changing Rooms expenditure	(2,014)	(1,250)	(764)		(764)	161.1%	
<u>CCTV</u>							
CCTV	(128)	(500)	372		372	25.6%	
<u>Community De-fibs</u>							
De-fibs	(403)	(500)	97		97	80.6%	
<u>Capital Projects</u>							
Village Improvements	(4,670)	(8,895)	4,225		4,225	52.5%	3,478
<u>Spend From Earmarked Reserves</u>							
Car Park Refurbishment	0	(7,500)	7,500		7,500	0.0%	
<u>VAT Data</u>							
VAT on Receipts	359	0	(359)			0.0%	
VAT Refunds	3,376	0	(3,376)			0.0%	
VAT on Payments	(5,191)	0	(5,191)		(5,191)	0.0%	
<hr/>							
Grand Totals:- Receipts	<b>106,481</b>	<b>97,702</b>	<b>(8,779)</b>			<b>109.0%</b>	
Payments	<b>81,259</b>	<b>97,619</b>	<b>16,360</b>	<b>0</b>	<b>16,360</b>	<b>83.2%</b>	
<b>Net Receipts over Payments</b>	<b>25,222</b>	<b>83</b>	<b>(25,139)</b>				
plus Transfer from EMR	<b>3,498</b>	0	(3,498)				
less Transfer to EMR	<b>20</b>	0	(20)				
<b>Movement to/(from) Gen Reserve</b>	<b>28,700</b>	<b>83</b>	<b>(28,617)</b>				

## Summary Receipts and Payments for Year Ended 31st March 2026

Last Year Ended 31st March 2025		Current Year Ended 31st March 2026
	<b>Receipts</b>	
87,513.00	Precept	91,202.00
2,246.09	Bank Interest	4,803.18
<b>89,759.09</b>	Sub Total	<b>96,005.18</b>
	<b>Operating Income</b>	
0.00	Donations	500.00
4,153.08	Allotments	4,577.58
1,584.00	Play Areas/Recreation	1,663.20
5,451.44	VAT Data	3,735.12
<b>100,947.61</b>	Total Receipts	<b>106,481.08</b>
	<b>Payments</b>	
2,000.00	Village Event donations	3,000.00
343.75	Grants S137	1,094.58
5,000.00	Cliffe Woods Comm Centre Grant	5,000.00
5,000.00	Cliffe Memorial Hall Grant	5,000.00
1,500.00	St Helen's Churchyd Maint Gran	1,500.00
0.00	Emmanuel Centre Grant	1,500.00
1,684.00	Village Improvements	4,669.76
<b>15,527.75</b>	Sub Total	<b>21,764.34</b>
	<b>Running Costs</b>	
37,428.49	Administration	37,489.08
988.06	Allotments	3,052.60
7,149.10	Play Areas/Recreation	8,534.82
-150.00	Car parks	392.80
2,400.02	Changing Rooms	4,303.60
114.00	CCTV	128.00
422.90	Community De-fibs	403.04
4,179.57	Spend From Earmarked Reserves	0.00
5,791.60	VAT Data	5,190.62
<b>73,851.49</b>	Total Payments	<b>81,258.90</b>

## Summary Receipts and Payments for Year Ended 31st March 2026

Last Year Ended 31st March 2025	Current Year Ended 31st March 2026
------------------------------------	---------------------------------------

**Receipts and Payments Summary**

<b>129,571.35</b>	<b>Opening Balance</b>	<b>156,667.47</b>
100,947.61	Add Total Receipts(As Above)	106,481.08
230,518.96		263,148.55
73,851.49	Less Total Payments(As Above)	81,258.90
<b>156,667.47</b>	<b>Closing Balance</b>	<b>181,889.65</b>

**These cumulative funds are represented by:**

74,182.07	Current/Reserve Account	18,286.56
82,485.40	National Savings Account	0.00
0.00	Youth Club Cash book CLOSED	0.00
0.00	Unity Trust Instant/Fixed term	87,018.79
0.00	CCLA PSDF	76,584.30
<b>156,667.47</b>		<b>181,889.65</b>

**Reserve Balances are represented by:**

27,096.12	Current Year Fund	25,222.18
13,752.87	General Reserves	36,923.97
5,299.99	EMR Election Expenses	5,299.99
11,497.92	EMR Rural Liaison Grant	11,497.92
1,500.00	EMR Noticeboards	1,500.00
4,162.00	EMR Youth Projects	4,162.00
5,893.82	EMR Village Improvements	2,415.59
1,000.00	EMR Buttway	1,000.00
1,116.75	EMR PLat Jubilee	0.00
76,878.00	EMR Cliffe Woods Car Park	84,378.00
1,200.00	EMR Skatepark	2,200.00
2,000.00	EMR Parish Events	2,000.00
270.00	EMR Allotment Key Deposits	290.00
5,000.00	EMR Repairs & Maintenance	5,000.00
<b>156,667.47</b>		<b>181,889.65</b>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

I am pleased to report to Members of the Parish Council that I have completed my internal audit of the Parish Council's records for 2025-26 and have been able to complete the Annual Internal Audit Report (AIAR) for the 2025-26 Annual Governance & Accountability Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

As a result of my audit and my discussion with the Clerk and RFO I was able to answer 'YES' to the relevant questions contained in the AIAR for 2025-26.

I would like to take this opportunity to thank your Clerk and RFO for the assistance given to me in the conduct of the audit that took place on 9 April 2026.

**PREVIOUS AUDITS:**

**External Audit 2024-25:**

Mazars' issued their certificate for 2024-25 on 23 September 2025 without qualification or comment. Their covering letter dated 24 September 2025 had a "minor scope for improvement" item that Mazars ask for a full explanation of movement in assets for Box 9 on the Accounting Statement.

Completion of the audit was reported to the Council meeting of 7 October 2025 as indicated below  
*208 Report: Finance & General Purposes (Cllr R Wyatt)*

*The F&GP committee met on 09/09/2025 at St Helen's House, Cliffe and Cllr R Wyatt gave a verbal overview of the following -*

*a) ...*

*b) Other items of note (no decisions required):*

*i) AGAR 2024/25 was signed off by the external auditor with no matters raised and the Completion Notice published – **noted**.*

It is unclear from the above whether the Finance Committee considered the audit report which was then noted by Council or that the Council noted the report having taken account of the Finance Committee briefing.

Per Accounts & Audit Regulations 2015 Reg 20(1) Where, following completion of an audit, a relevant authority receives any audit letter from the local auditor, the members of the relevant authority, or, in the case of a Category 1 authority, a committee of that authority, must meet to consider that letter as soon as reasonably practicable.

This puts consideration of the Auditor's report as a Council responsibility. Further since Mazars covering letter raised an issue the Council must address that issue. "Noted" is not enough.

The Council should be aware that Assertion 7 in the Governance Statement refers to action taken in respect of audit reports, with a yes answer meaning the Council has responded to matters brought to its attention by internal and external audit.

**Internal Audit 2024-25:**

Nothing to follow up.

The budget and precept for 2025-26 are compliant with the requirements of the Local Government Finance Act 1992.

**FINDINGS THIS VISIT:**

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. As agreed with the Clerk and RFO I have carried out reviews and tests relevant to each of the questions on the AIAR and referring to guidance in the 2025 Practitioner’s Guide.

For the accounts I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing transactions to invoices or other supporting documentation. I have also reviewed the Council’s minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

I found the financial records to be accurate and up to date. I found nothing in the minutes to indicate any issues around legal obligations (except as noted above), the council’s actions or its general functioning.

I have nothing further to report.

**Lionel Robbins  
Independent Internal Auditor  
2 May 2026**

**Note from RFO:**

**The letter from Mazars included a Minor Scope for Improvement in 2025/26 as follows:**

The variance analysis provided by the Council did not cover the Box 9 fixed assets variance, where we require a full explanation of the variance between years. We understand this may be due to a lack of clarity within our template which we will look to correct for next year. We request the Council provides full explanations for all fixed assets variances in 2025/26 to support the AGAR submission.

**The October Agenda made reference as follows:**

d. e. Other Financial Matters iii) AGAR 2024-25 – The limited assurance review is now complete. The external auditor signed off with no matters raised and the Completion Notice has been published. Informally they raised a minor scope for improvement with regard to fixed asset value changes but recognised that this was due to a lack of clarity within their own template which they will look to correct in 2025-26.

**From the 2025/26 variance report that was presented to the Internal Auditor at the time of the audit he would have seen the following despite Mazars still not having clarity within their template:**

Box 9: Fixed assets plus long-term investments	463,577.00	467,324.00	3,747.00	0.8%	
Acquisitions (street furniture, fixtures & fittings, lap top)		4,747.00	4,747.00		
Disposals (broken lap tops)		-1,000.00	-1,000.00		
			0.00		
			0.00		
			0.00		
Box 9: Fixed assets plus long-term investments (explained)			0.00	0.0%	No further explanation needed

**The Certified EA Report indeed had no matters arising and the minor scope for improvement for the future was advised to Council and was noted and is now actioned.**

**Helen Symmons**

## **CLIFFE AND CLIFFE WOODS PARISH COUNCIL**

**June 2025 – Reviewed annually**

**Next Review – Prior to considering Annual Governance Statement**

### **System of Internal Control to support Annual Governance Statement**

Cliffe and Cliffe Woods Parish Council (the Council) is a local authority funded by public money and is responsible for ensuring its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, used economically, efficiently and effectively.

In meeting this responsibility assurance is required that there is a sound system of internal control and that the Council's accountability framework is 'risk' based; proportionate to that risk and to the amounts of public money involved and to the stakeholders' need for assurance

#### **The Purpose of the System of Internal Control**

The system of internal control is designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage those risks accordingly.

#### **The Internal Control Environment**

##### ***The Council:***

- appoints a Chairman to be responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful with the clerk's advice.
- reviews its obligations and objectives and approves budgets for the following year at its January meeting. This meeting also approves the level of precept for the following financial year.
- meets at least 4 times each year and monitors progress against its aims and objectives.

##### ***The Clerk to the Council and the Responsible Financial Officer:***

- are appointed by the Council to act as the Council's advisors and administrators
- are responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks
- ensures that the council's procedures, control system and policies are adhered to.

##### ***The Responsible Financial Officer:***

- is responsible for administering the council's finances

##### ***Payroll Controls:***

- staff have a contract of employment with clear terms and conditions.
- Salary paid is to agree with that approved by the Council.

- PAYE is being properly operated by the Council as an employer and monthly submissions are made to HMRC under Real Time.

**Payments:**

- are reported to the Council for approval
- are authorised by two bank signatories
- are made via internet bank transfer

**Income:** is banked in the Council's name in a timely manner and reported to the Council

**Risk Assessments (Risk Management)** - assessments are carried out in respect of actions, systems and controls are regularly reviewed (minimum annually)

**The Internal Audit** - is carried out by an independent Internal Auditor who reports to the Council on the adequacy of its records, procedures, systems, internal controls, regulations and risk management reviews.

**Standing Orders** - the Council has adopted the Model Standing Orders.

**Financial Regulations** - the Council has adopted the Model Financial Regulations and reviews updates as necessary each year.

**V.A.T.** - V.A.T. payments are identified, recorded and reclaimed.

**Asset Register** - the Council maintains a register of all material assets owned or in its care. The RFO to update as and when necessary and to be approved annually.

**Insurance** - The Council's insurance provision is reviewed annually and at the end of each contract period both in relation to its schedule of cover and also its value for money.

**Code of Conduct:**

- Each member must sign an Acceptance of the Code and complete a Register of Interest form. Members to consider every item on the agenda and ensure that any interest is declared at the beginning of the meeting or before the matter is discussed.
- an item 'Declarations of Interest' will be placed on every agenda.

**Digital Compliance:**

- the Council has adopted an I.T. policy
- All staff and councillors use .gov.uk email addresses
- The Clerk has a generic .gov.uk email address
- The website meets the legal and accessibility requirements and publishes documentation as specified in the Freedom of Information Act 2000
- The Council follows both GDPR Regulations 2016 and Data Protection Act 2018
- Personal data is processed with care and in line with the principles of data protection

Cliffe and Cliffe Woods Parish Council

www.cliffeandcliffewoods-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			None
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/04/2026

Name of person who carried out the internal audit



LIONEL ROBBINS

Signature of person who carried out the internal audit

Date

09/04/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

We acknowledge as the members of:

Cliffe and Cliffe Woods Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

[www.cliffeandcliffewoods-pc.gov.uk](http://www.cliffeandcliffewoods-pc.gov.uk)

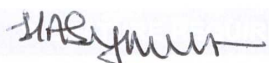
Cliffe and Cliffe Woods Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	129,571	156,667	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	87,513	91,202	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13,435	15,279	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	16,296	23,586	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	57,556	57,673	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	156,667	181,890	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	156,667	181,890	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	463,577	467,324	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

  
09/04/2026

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved