



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 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 10th 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**.

