



Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, RFO

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 8th April 2025 at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

Councillors Present Robert Wyatt (Chair), Barry Dibble, Sandra Fenney, Ray Letheren and Jim Wenban. One member of the public.

Council Staff Present Alex Jack (Clerk/PO)

- 1 **Apologies for Absence**
Cllrs. J Darwell and K Kentell sent apologies which were accepted.
- 2 **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
None received.
- 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.
No questions raised.
- 4 **Approval of Minutes of Meeting held on 11th March 2025**
Proposed by Cllr B Dibble, seconded by Cllr J Wenban, **all agreed.**
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
Reports were reviewed and **noted.**
 - b. **Payments for Approval**

Payments for Approval						
Meeting Date: 8th April						
Meeting Type: F&GP						
Recommendation to Council						
Payment To	Payment Detail	Cost ex VAT	Budget	Minute Ref	Power	
1 KALC	Subscription 2025	£1,665.80	Subscriptions (4028)	To resolve	LGA 1972, s.111	
2 Structural Steel Consultancy	Works to Buttway	£3,169.53	Village Improvements (4084)	88 vii	Open Spaces Act 1906 ss.9-11	
3 Structural Steel Consultancy	Works to upper field Buttway	£285.00	Buttway (4083)	To resolve	Open Spaces Act 1906 ss.9-11	
4 Rialtas	Cloud annual	£676.00	Computer/IT (4024)	To resolve	LGA 1972, s.111	
5 Rialtas	Making Tax Digital	£116.00	Computer/IT (4024)	To resolve	LGA 1972, s.111	
6 Rialtas	Asset Inventory annual	£174.00	Computer/IT (4024)	To resolve	LGA 1972, s.111	
7 Rialtas	Alpha Accounts annual	£203.00	Computer/IT (4024)	To resolve	LGA 1972, s.111	
8 Rialtas	Allotments annual	£203.00	Computer/IT (4024)	To resolve	LGA 1972, s.111	
9						
Total		£6,492.33				
For Information						
Rialtas 2024 rates						
Cloud annual £660						
Making Tax Digital £110						
Asset package £165						
Allotments package £192						
Alpha accounts £192						

9. Simply Extinguishers – Annual service for sports containers and additional purchases for Changing Rooms £140.63 + VAT
10. The Sign Studio Ltd. – Signage for allotment access road £120

Proposed by Cllr S Fenney, seconded by Cllr J Wenban, **all agreed**.

All payments were agreed under delegated powers for April where no parish council meeting is scheduled, F&GP Committee Terms of Reference, item 3 refers.

c. **PAYE Payments for Authorisation**

March payroll payments were proposed by Cllr S Fenney, seconded by Cllr R Letheren, **all agreed**.

d. **Other Financial Matters**

- i) Receipts and Payments March 2025 were reviewed and **noted**. (Appendix 1).

Advisory Matters for Council to consider

- ii) Public events on Parish Council land. An application to hold private classic car and bike events on The Buttway had been received from the Six Bells Public House together with requested documentation. After discussion it was proposed by Cllr R Wyatt, seconded by Cllr B Dibble to authorise, 4 in favour, 1 abstention, **carried**.
- iii) Quotes received for Cliffe Woods car park solar lights barriers. Two quotes had been obtained. It was proposed by Cllr S Fenney, seconded by Cllr R Wyatt to accept the quote under delegated powers for April from Structural Steel Consultancy for £302.72 + VAT, **all agreed**.
It was further proposed by Cllr R Wyatt, seconded by Cllr R Letheren to instruct Structural Steel to proceed with the installation of the solar light poles, protective barriers and solar lights, **all agreed**.
- iv) Insurance claim following theft of strimmer. The Clerk/PO advised replacement value for the strimmer was below current insurance policy excess and no longer in use, therefore a replacement not required. This was noted and **agreed**.
Strimmer to be removed from the Asset List.
- v) CCTV on Recreation Ground. After discussion, it was proposed by Cllr J Wenban, seconded by Cllr R Letheren to obtain quotes to remove the trees behind rugby container required for better CCTV coverage, **all agreed**.
Clerk/PO will obtain quotes.

e. **Council Policies to adopt**

- i) Updated Financial Regulations from NALC – these were reviewed, proposed by Cllr S Fenney, seconded by Cllr R Wyatt under delegated powers for April, **all agreed**.
- ii) Pesticides Policy – these were reviewed and are an advisory policy for the allotments, proposed by Cllr R Wyatt, seconded by Cllr B Dibble under delegated powers for April, **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) Staffing – Clerk/PO advised Helen Symmons had commenced her post as Responsible Finance Officer on 7/4/2025 and it was appropriate in her role to be added to the bank account as a signatory and for a debit card. Proposed by Cllr S Fenney, seconded by Cllr R Wyatt, **all agreed**.
- ii) Vacancy for Assistant Clerk – Cllr B Dibble advised an advertisement had been placed in Village Voices as well as our website, social media and local noticeboards. Clerk/PO advised applications had been received and will be reviewed at end of application period which is 2/5/2025.

The meeting closed at 20.35 and the Chair thanked everyone for attending.

Signed as a true record of proceedings:

Chair Date

Appendix 1

		Mar-25	List of Receipts and	
F&GP: 8th April 2025			Payments	
	Income			
			Receipts Received	
NatWest	Bank Interest		£78.85	
Allotment Tenants	Plot rent		£2,365.00	
Total Income			£ 2,443.85	
Payee	Item Description	Payment amount	Type	Authority
Hugofox Ltd	Half Yearly subscription	£ 287.86	BACS	Contractual
Timpson	Replacement container key	£ 9.00	DC	Delegated
Post Office	Stamps	£ 3.35	DC	Delegated
EDF	Electricity changing rooms	£ 215.50	DDR	Contractual
Toner Giant	Toner Pack	£ 186.26	DC	Delegated
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - March
Salaries	February		BACS	F&GP - March
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
SLCC	Locum Fees February	£ 1,039.90	BACS	Contractual
SLCC	Locum Fees January	£ 1,049.76	BACS	Contractual
Vonage	Telephone	£ 10.64	DC	Contractual
Total Expenditure			£ 3,819.51	
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				