



Cliffe and Cliffe Woods Parish Council

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

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

F&GP MINUTES 11TH MARCH 2025

Councillors Present Robert Wyatt (Chair), Joan Darwell, Barry Dibble, Sandra Fenney, Ken Kentell and Jim Wenban

Council Staff Present Alex Jack (Clerk/PO), Helen Symmons (Locum RFO)

The meeting opened at 19.30

- 1 **Apologies for Absence**
Cllr Ray Letheren
- 2 **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
Cllr Darwell – Cliffe Memorial Hall
Cllr Kentell – Cliffe Bowls Club, wHoo Cares Short Mat Bowls Club
- 3 **Public Representation:**
No members of the public attended
- 4 **Approval of Minutes of Meeting held on 11th February 2025**
Following a proposal (Cllr Dibble, seconded Cllr Kentell) the Committee **RESOLVED** the minutes which were signed by the Chair.
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
Locum RFO advised on the reports which were reviewed. The Bank reconciliation for January 2025 will be presented to Council.
 - b. **Payments for Approval**
There were none presented
 - c. **PAYE Payments for Authorisation**
RESOLVED February payroll amounts
 - d. **Other Financial Matters**
 - i) Internal Control – **NOTED** and thanked Cllr Fenney for completing the Bank Reconciliation checks September to December 2024.
 - ii) Receipts and Payments February 2025. The Committee **RESOLVED to recommend to Council**. The Locum RFO was asked to investigate utility costs for the Changing Rooms

- iii) Bank Interest on credit balances – the matter was discussed in depth. Cllr Dibble proposed that £30,000 remain within Nat West accounts and the remainder of Council funds be invested in the CCLA Public Sector Deposit fund. This was seconded by Cllr Darwell. Following an amendment to the proposal (Cllr Wyatt, seconded Cllr Kentell) the Committee **RESOLVED to recommend to Council** (following the Chairman's casting vote) that £30,000 remain within Nat West accounts, £85,000 be invested in a FCSC protected institution and the remainder of Council funds be invested in the CCLA Public Sector Deposit fund.
 - iv) Year End review of Reserves – the reserve levels were reviewed and discussed. Following a proposal (Cllr Wyatt, seconded Cllr Kentell) the Committee **RESOLVED to recommend to Council** the movements of EMR and creation of new EMR as per the report.
 - v) Year End review of Fixed Assets – the details within the report were reviewed. Following a proposal (Cllr Dibble, seconded Cllr Kentell) the Committee **RESOLVED to recommend to Council** the fixed asset register as per the report.
- e. **Advisory Matter for Council to consider**
- i) Litter bins at the recreational ground – the item was discussed and following a proposal (Cllr Darwell, seconded Cllr Wenban), it was agreed to investigate the full cost of installing and servicing a concrete bin in the area.
 - ii) Public events on Parish Council land – the item was discussed. Following a proposal (Cllr Dibble, seconded Cllr Wyatt) the Committee **RESOLVED to recommend to Council** the implementation of an application and Terms & Conditions of Use procedure.
 - iii) Quotes for tree surveys – two successful quotes had been obtained. Following a proposal (Cllr Wyatt, seconded Cllr Fenney) the Committee **RESOLVED to recommend to Council** that Alltree Consultancy be appointed to undertake the survey and provide a mapping of trees at a cost of £500 + VAT.
- f. **Council Policies for recommendation to Council to adopt**
- i) Investment Strategy – **RESOLVED to recommend to Council**
 - ii) General Reserves Policy – **RESOLVED to recommend to Council**
 - iii) Personnel Panel Terms of Reference – **RESOLVED to recommend to Council.**

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.

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Personnel Matters

- i) Clerk/PO Appraisal – the Clerk left the meeting. The Panel reported that all feedback from Councillors had been positive. Targets had been met where possible under the difficult circumstances of the past year. The training target had been deferred to the coming year. Following a proposal (Cllr Dibble, seconded Cllr Wenban) the Committee **RESOLVED to recommend to Council** that the Clerk progress two scale points on the national SCP pay scale and that this be backdated to October 2024 when the appraisal should have taken place. The Clerk returned to the meeting.

- ii) RFO – the way forward. The Locum RFO left the meeting. Following a proposal (Cllr Dibble, seconded Cllr Wenban) the Committee **RESOLVED to recommend to Council** the permanent appointment of the Locum RFO as the part-time RFO of Cliffe & Cliffe Woods Parish Council and that a second role be created of part-time Assistant Clerk.
The Locum RFO returned to the meeting.

The meeting closed at 21.30

Minute taker: H Symmons, Locum RFO

Signed as a true record of proceedings:

Chair

Date