



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 and Clerk/RFO Mrs Helen Symmons

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 7th October 2025 at St Helen's House, Cliffe, ME3 7QP**

F&GP AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
A councillor declaring 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.
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.
4. **Approval of Minutes of Meeting held on 9th September 2025**
5. **Finance and General Purposes**
 - a. **Month End Reports**
August 2025 Bank Reconciliations
 - b. **Payments for Approval**
To review payments that are outside the scope of delegation/contractual arrangements
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment
 - d. **Other Financial Matters**
 - i) Receipts and Payments September 2025
 - ii) Allotments water charge – leak claim update.
 - 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.
 - iv) Confirmation to pay annual grants: Cliffe Woods Community Centre £5,000; Cliffe Memorial Hall £5,000; St Helen's Churchyard £1,500.
 - v) Grant request for Guy Fawkes event £500
 - e. **Advisory Matters for Council decisions**
 - i) Quote for repair to damaged posts at The Buttway, Cliffe
 - ii) Remembrance Day wreath
 - iii) Tree planting
 - iv) Overnight parking in Cliffe Woods car park

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

All Councillors and public are welcome to attend, however only committee members may vote.

Alex Jack, Clerk/PO, 01/10/2025

**Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		75,000.00
			<hr/> 75,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/08/2025 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>
18/08/2025	A/C open		50,000.00	50,000.00		R <input type="checkbox"/>	Receipt(s) Banked
19/08/2025	2nd tfr		25,000.00	25,000.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>75,000.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 04/09/2025
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	04/09/2025		300.00
Reserve Account 56850409	04/09/2025		60,394.74
			<u>60,694.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,694.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,694.74
		Balance per Cash Book is :-	60,694.74
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 04/09/2025 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>
06/08/2025	DDR	104.30		104.30		R <input type="checkbox"/>	Northstar IT
08/08/2025	DC	36.00		36.00		R <input type="checkbox"/>	SLCC Enterprises Ltd
11/08/2025	VATreclaim		2,001.77	2,001.77		R <input type="checkbox"/>	Receipt(s) Banked
12/08/2025	BACS	118.00		118.00		R <input type="checkbox"/>	SLCC Enterprises Ltd
12/08/2025	BACS	733.70		733.70		R <input type="checkbox"/>	Structural Steel Cons
12/08/2025	BACS	20.82		20.82		R <input type="checkbox"/>	Staff Payment
12/08/2025	BACS	245.00		245.00		R <input type="checkbox"/>	CMC Plumbing
12/08/2025	BACS	12.00		12.00		R <input type="checkbox"/>	Iris Software Ltd
15/08/2025	BACS	2,223.62		2,223.62		R <input type="checkbox"/>	Staff Payment
15/08/2025	DDR	117.08		117.08		R <input type="checkbox"/>	Nest Pensions
18/08/2025	A/C open	50,000.00		50,000.00		R <input type="checkbox"/>	CCLA PSDF
19/08/2025	2nd tfr	25,000.00		25,000.00		R <input type="checkbox"/>	CCLA PSDF
19/08/2025	DDR	77.18		77.18		R <input type="checkbox"/>	EDF Enenergy
20/08/2025	BACS	35.00		35.00		R <input type="checkbox"/>	Screwfix
29/08/2025	Bank Int		91.08	91.08		R <input type="checkbox"/>	Receipt(s) Banked
01/09/2025	DC	10.84		10.84		R <input type="checkbox"/>	Vonage
04/09/2025	DDR	104.30		104.30		R <input type="checkbox"/>	Northstar IT
		<u>78,837.84</u>	<u>2,092.85</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Receipts						
VAT on Receipts	335	0	(335)			0.0%
VAT Refunds	2,872	0	(2,872)			0.0%
Income Allotment Rents	1,325	4,000	2,676			33.1%
Income Football Pitch Rents	1,663	1,500	(163)			110.9%
Precept	91,202	91,202	0			100.0%
Bank Interest	1,028	1,000	(28)			102.8%
Total Receipts	98,425	97,702	(723)			100.7%
Overhead Payments						
VAT on Payments	2,402	0	(2,402)		(2,402)	0.0%
Salaries & Wages	9,102	21,750	12,649		12,649	41.8%
PAYE & NI - HMRC	1,611	0	(1,611)		(1,611)	0.0%
Emp'or 3% Emp'ee 5% Pension	586	600	14		14	97.6%
Home Allowance	520	1,440	920		920	36.1%
Staff Costs - other	1,077	450	(627)		(627)	239.3%
Mileage Claims	190	1,134	945		945	16.7%
Travelling Expenses	49	100	51		51	49.0%
Telephone Expenses	54	500	446		446	10.9%
Training Expenses	610	1,000	390		390	61.0%
Staff Professional Body Fees	118	500	382		382	23.6%
Chairman's Allowance	12	200	188		188	5.9%
Employer NI	643	1,450	807		807	44.3%
Insurance	1,641	1,500	(141)		(141)	109.4%
Audit Fees	175	800	625		625	21.9%
Professional Fees	500	0	(500)		(500)	0.0%
Stationery/Printing	327	700	373		373	46.8%
Computer/IT Expenses	2,844	3,500	656		656	81.3%
Postages	0	150	150		150	0.0%
Subscriptions	1,666	1,650	(16)		(16)	101.0%
Utilities	1,105	5,000	3,895		3,895	22.1%
Storage	611	700	89		89	87.3%
Salt bins & Salt	0	100	100		100	0.0%
Repairs & Maintenance	480	9,250	8,770		8,770	5.2%
CCTV	0	500	500		500	0.0%
Noticeboards	12	500	488		488	2.3%
Allotments Expenditure	2,354	750	(1,604)		(1,604)	313.9%
Play Park & Rec Grounds	378	4,250	3,872		3,872	8.9%
Changing Rooms expenditure	152	1,250	1,098		1,098	12.2%
Buttway	303	1,000	697		697	30.3%
Village Improvements	3,517	8,895	5,378		5,378	39.5%

Receipts & Payments by Budget 30/09/2025

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
De-fibs	233	500	267		267	46.6%
Skate park Maintenance	0	1,000	1,000		1,000	0.0%
Other Expenses	0	500	500		500	0.0%
Village Event donations	2,500	3,000	500		500	83.3%
Grants S137	500	2,500	2,000		2,000	20.0%
Donations	0	1,500	1,500		1,500	0.0%
Cliffe Woods Comm Centre Grant	0	5,000	5,000		5,000	0.0%
Cliffe Memorial Hall Grant	0	5,000	5,000		5,000	0.0%
St Helen's Churchyd Maint Gran	0	1,500	1,500		1,500	0.0%
Car Park Refurbishment	0	7,500	7,500		7,500	0.0%
Total Overhead	36,271	97,619	61,348	0	61,348	37.2%
Total Receipts	98,425	97,702	(723)			100.7%
Total Payments	36,271	97,619	61,348	0	61,348	37.2%
Net Receipts over Payments	62,154	83	(62,071)			
plus Transfer from EMR	3,478	0	(3,478)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	65,632	83	(65,549)			

13:40

Current/Reserve Account

Cash Received between 01/09/2025 and 30/09/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/09/2025	Cliffe Colts	Colts	25-26 pitch fees	997.92
30/09/2025	Cliffe Crusaders	Crusaders	25-26 pitch fees	997.92
30/09/2025	NatWest	Interest	Bank interest	53.76
25/09/2025	Refund via Amazon	Refund	Refund re paint not received	14.72
Total Receipts				<u>2,064.32</u>

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	Vonage	DC	10.84	Contractual	August phone
04/09/2025	Northstar IT	DDR	104.30	Contractual	September IT
05/09/2025	A&S Lighting Ltd	DC	14.72	Delegated - Clerk	Paint for bus shelter
12/09/2025	Zurich Municipal	BACS	1,641.30	Min 142aii May 25	25/26 renewal
12/09/2025	Iris Software Ltd	BACS	12.00	Contractual	August admin charge
12/09/2025	Blakes Sec Systems	DC	28.00	Delegated - clerk	Keys
12/09/2025	KPCM Display Ltd	DC	13.75	Delegated - Clerk	Signage
12/09/2025	Hugofox Ltd	DDR	287.86	Min 42aii May 25	Website annual subscription
15/09/2025	Staff Payment	BACS	1,721.27	F&GP Sept 25	August hours
15/09/2025	Nest Pensions	DDR	81.99	Contractual	Sept pension payment re Aug
16/09/2025	EDF Engergy	DDR	41.71	Contractual	August charges
16/09/2025	Toolstation	BACS	10.98	Delegated - Clerk	Paint for bus shelter
17/09/2025	KALC	DC	12.00	Delegated	Website accessibility training
24/09/2025	SLCC Enterprises Ltd	DC	72.00	Delegated	Procurement webinar
Total Payments			<u>4,052.72</u>		

SALARIES RE SEPTEMBER HOURS 2025		Gross	£ 1,953.43
Clerk/PO - hours	72.5		
Assistant Clerk - hours	13.75	8 hrs owed holiday	
RFO - hours	17.5		
TOTAL MILEAGE			£13.50
TOTAL HOME ALLOWANCES			£112.00
SALARIES To pay Sept 2025		NET	£1,679.32
HMRC Payment	Employer/ Employee DD	£469.87	
Nest Pensions	Employer/ Employee DD	£92.98	
MONTHLY COST TO COUNCIL		TOTAL	£2,242.17