



Cliffe and Cliffe Woods Parish Council

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Clerk/PO Mrs Alex Jack and Clerk/RFO Mrs Helen Symmons

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 11th November 2025 at 7.30pm at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

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

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

1 Apologies for Absence

Apologies received for Cllrs K Kentell and R Letheren were **accepted**.

2 Declarations of Interest

Cllr J Darwell – Cliffe Memorial Hall

3 Public Representation

None.

4 Approval of Minutes of Meeting held on 7th October 2025

It was proposed by Cllr B Dibble, seconded by Cllr J Wenban to accept the Minutes, 3 in favour, 1 abstention, **carried**. Minutes were signed by the Chair.

5 Finance and General Purposes

a. Month End Reports

Reports were reviewed and **noted**.

b. Payments for Approval

RGP Electrical Ltd. annual inspection and remedial works at changing rooms and 2 containers, £637.50 + VAT – proposed Cllr R Wyatt, seconded Cllr B Dibble, **all agreed**. Cllr B Dibble requested that 3 quotes be received prior to 2026 inspections.

c. PAYE Payments for Authorisation

October payroll payments were proposed by Cllr R Wyatt, seconded by Cllr B Dibble, **all agreed**.

d. Other Financial Matters

i) Receipts and Payments October 2025 were reviewed and **noted**.

ii) Quote from Norse for asset maintenance to April 2026, £2005 + VAT, proposed Cllr B Dibble, seconded Cllr R Wyatt, **all agreed**. Additional quote for weed clearance at Cliffe Woods car park for £660 to be reviewed by full Parish Council.

iii) To recommend to full Parish Council quote from AP Trees for all tree works recommended in Tree Survey dated April 2025, £5190 + VAT, proposed Cllr B Dibble, seconded Cllr R Wyatt, **all agreed**.

iv) Quote from Safeplay for annual play areas inspection, £385, proposed Cllr J Wenban, seconded Cllr B Dibble, **all agreed**.

v) Quote for repair to Cliffe Woods car park from Volken was reviewed, further quotes awaited, deferred.

- vi) To recommend to full Parish Council grant funding to wHoo Cares towards provision of Christmas Day dinners, £250 (LGA Section 137), proposed Cllr R Wyatt, seconded Cllr J Wenban, 3 in favour, 1 abstention, **carried**.
- vii) Clerk/RFO presented the draft Budget 2026-2027 which was reviewed and **noted**.
- viii) Quote for repairs to the boundary posts at the Buttway awaited.
- ix) Quotes for installation of electrical timers in the Changing Rooms were reviewed and further quotes/ information requested and awaited.
- x) Chair reported on tree replanting options including water bags and anticipated costs. This is now a good time to plant the trees. It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to recommend to full Parish Council that 6 trees are purchased to replace those dead and needing to be felled; 3 in the first instance for Cliffe Play Area, followed by another 3 planted in front of Cliffe Memorial Hall, subject to suitable local suppliers and costs to be provided, **all agreed**.

Advisory Matters for Council decisions

- e. i) Clerk/PO advised on solar panels available from Sunpower Services and their possible use on the changing rooms. It was agreed to request a free survey to further explore options.

Personnel Matters

6 Clerk/PO advised no suitable applications for the Assistant Clerk vacancy had been received by the 3/11 deadline. Advertising has now been extended to 12/12/2025 via website, social media and noticeboards. Clerk/RFO advised advertising with KALC might be advantageous and cost similar or less than advert in Village Voices subsequently cancelled. Clerk/PO will enquire and advise full Parish Council accordingly.

The meeting closed at 20:40 and the Chair thanked everyone for attending.

Alex Jack, Clerk/PO, 12/11/2025

Signed as a true record of proceedings:

Chair **Date**