



# Cliffe and Cliffe Woods Parish Council

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Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons  
and Assistant Clerk Miss Sarah O'Donoghue

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 9<sup>th</sup> September 2025 at 7.30pm at St Helen's House, Cliffe, ME3 7QP**

## F&GP MINUTES

**Councillors Present:** Robert Wyatt (Chair), David Bishop, Joan Darwell, Barry Dibble, Ken Kentell, Jim Wenban  
**Council Staff Present:** Alex Jack (Clerk/PO)  
**Others Present:** One member of the public

**A Minute's silence in remembrance of HRH Duchess of Kent was held prior to the meeting.**

**1 Apologies for Absence**

Apologies received for Cllr R Letheren were **accepted**.

**2 Declarations of Interest**

Cllrs. D Bishop, K Kentell – Cliffe and Cliffe Woods Community Trust  
Cllr K Kentell - Cliffe Bowls Club  
Cllr J Darwell – Cliffe Memorial Hall

**3 Public Representation**

A representative from the Cliffe Crusaders Rugby Club was invited to attend to discuss Club activity and pitch fees with Councillors. Ideas for cost savings and issues with parking arrangements were also discussed prior to a recommendation to full Council for the fees for 2026/27.

**4 Approval of Minutes of Meeting held on 12<sup>th</sup> August 2025**

It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to accept the Minutes, **all agreed**. The Minutes were signed by the Chair.

**5 Finance and General Purposes**

**a. Month End Reports**

Reports were reviewed and **noted**.

**b. Payments for Approval**

None.

**c. PAYE Payments for Authorisation**

August payroll payments were proposed by Cllr J Wenban, seconded by Cllr J Darwell, **all agreed**.

**d. Other Financial Matters**

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

ii) Allotments water charge – leak claim update

The Clerk advised that a leak claim had been submitted to Southern Water but had been rejected as it was not sewage water.

- iii) Review of pitch fees at Cliffe Recreation Ground 2026/27  
Fees were discussed in detail for both the football and rugby clubs and a report from the Assistant Clerk giving comparisons with other grounds, the usage of facilities including the changing rooms and number of pitch sessions was reviewed. It was decided to defer any recommendations to full Council until further information could be obtained on more comparable pitch costs and VAT options.
- iv) Allotment fees 2026/27
  - a) Following review of a report from the Clerk/RFO and recommendations, it was proposed by Cllr R Wyatt, seconded by Cllr B Dibble to recommend to full Council that allotment rents for 2026/27 remain the same as in 2025/26, **all agreed.**
  - b) It was proposed by Cllr B Dibble, seconded by Cllr K Kentell that rents for the forthcoming tenancy year be sent out mid-February, requesting payment by 15/3 enabling rents to be fully collected and accounted by 31/3 within the year they are invoiced, **all agreed.**
- v) Budget Preparation 2026/27  
A report from the Clerk/RFO was reviewed and **noted.** It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to recommend to full Council that a Working Party be set up to advise on the Cliffe Woods Car Park Resurfacing Project along with Terms of Reference, **all agreed.**

e. **Advisory Matters for Council decisions**

- i) Quotes for replacement noticeboard at Cliffe were reviewed. It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to recommend to full Council that pending confirmation of materials to be used, the estimate from The Octopus Foundation (Men's Shed) for £500 be accepted, **all agreed.**
- ii) The Clerk advised that Brett Landscaping and Brett Aggregates have kindly agreed to sponsor the noticeboard and would donate £500. The Clerk will send a letter of thanks and a plaque noting sponsorship to be added to the board once installed.
- iii) Quote for repair to damaged posts at The Buttway, Cliffe – not received.
- iv) Quote for electricity timer switches in Changing Rooms, Cliffe – not received.
- v) Insurance renewal 2026/27  
A report from the Clerk/RFO was reviewed and **noted.** Following some update amendments to assets, it was confirmed no increase to premium. It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to approve payment as budgeted, **all agreed.**

The meeting closed at 21:15 and the Chair thanked everyone for attending.

Alex Jack, Clerk/PO, 10/09/2025

**Signed as a true record of proceedings:**

Chair ..... Date .....