



## 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 9<sup>th</sup> December 2025 at 7.30pm at St Helen's House, Cliffe, ME3 7QP**

### F&GP MINUTES

**Councillors Present:** Robert Wyatt (Chair), Joan Darwell, Barry Dibble, Ken Kentell, Ray Letheren, Jim Wenban

**Council Staff Present:** Alex Jack (Clerk/PO)

**1 Apologies for Absence**

None.

**2 Declarations of Interest**

Cllr J Darwell – Cliffe Memorial Hall

Cllr K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club, wHoo Cares Short Mat Bowls

**3 Public Representation**

None.

**4 Approval of Minutes of Meeting held on 11<sup>th</sup> November 2025**

It was proposed by Cllr R Wyatt, seconded by Cllr B Dibble to accept the Minutes, 4 in favour, 2 abstentions, **carried**. Minutes were signed by the Chair.

**5 Finance and General Purposes**

**a. Month End Reports**

Reports were reviewed and **noted**. Cllr K Kentell requested a list of Subscription payments and Computer/IT Expenses from the Clerk/RFO.

**b. Payments for Approval**

None.

**c. PAYE Payments for Authorisation**

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

**d. Other Financial Matters**

- i) Receipts and Payments November 2025 were reviewed and **noted**.
- ii) Unity Trust report from the RFO was reviewed and it was proposed by Cllr J Wenban, seconded by Cllr B Dibble to reinvest interest of £1,713.97 for a further 6 months, **all agreed**.
- iii) Cliffe Woods car park repairs – a further quote was still awaited but due to the urgency of the works being a trip hazard, it was proposed by Cllr B Dibble, seconded by Cllr K Kentell to accept the quote from Volker Highways for £1,676.58 + VAT, **all agreed**.
- iv) Quote for boundary repairs to posts at the Buttway awaited.

