



Cliffe and Cliffe Woods Parish Council

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

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 6th May 2025 at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

Councillors present: Barry Dibble, Joan Darwell, Ray Letheren, Jim Wenban. One member of the public.

Council staff present: Alex Jack (Clerk/PO)

1 Apologies for Absence

Cllrs. K Kentell and R Wyatt sent apologies which were accepted. Cllr S Fenney was absent. In the absence of the Chair and Vice Chair, Cllr J Wenban proposed, Cllr R Letheren seconded that Cllr B Dibble take the Chair, which he accepted.

2 Declarations of Interest

Cllr J Darwell – Cliffe Memorial Hall

3 Public Representation

No questions raised.

4 Approval of Minutes of Meeting held on 8th April 2025

Proposed by Cllr J Wenban, seconded by Cllr R Letheren, **all agreed.**

5 Finance and General Purposes

a. Month End Reports

Reports were reviewed and **noted.**

b. Payments for Approval

To review payments yet to be made - List of regular payments for 2025/26 – In line with Financial Regulation 6.6, the schedule of regular payments in relation to continuing contracts or obligations for authorisation:

Annual payment approvals (amounts up to)

IRIS (Staffology payroll admin)	Monthly	£12
Payroll (staff wages)	Monthly	£2000
Loft (storage)	Annual	£600
Fasthosts (web hosting)	Annual	£126
KALC (subscription 1 st April)	Annual	£2000
Rialtas (administration software)	Annual	£2000
Safe Play (playground inspection)	Annual	£500
Mazars LLP (external audit)	Annual	£500
Kent County Playing Fields Association	Annual	£40
Hugo Fox (website)	Bi Annual	£300
SLCC (membership)	Annual	£200
Zurich (LTA for insurance)	Annual	£1700

Direct Debit approvals (amounts up to)

ICO (subscription)	Annual	£50
EDF (electricity changing rooms)	Monthly	£250
NEST (pension payments)	Monthly	£100
HMRC (tax & NI)	Quarterly	£1000
Northstar (IT)	Monthly	£105
Vonage (mobile phone)	Monthly	£15
Business Stream (water)	Quarterly	£500

Proposed by Cllr B Dibble, seconded by Cllr J Wenban, **all agreed** to **RECOMMEND** to full Council for approval.

c. **PAYE Payments for Authorisation**

April payroll payments were proposed by Cllr B Dibble, seconded by Cllr J Wenban, **all agreed**.

d. **Other Financial Matters**

- i) Bank Reconciliation checks by Cllr Fenney completed for January and February with no matters raised, **noted**.
- ii) Receipts and Payments April 2025 were reviewed and **noted**. (Appendix 1).
- iii) Following the resolution at Council to invest £85,000 in a FSCS protected institution, it was proposed by Cllr J Wenban seconded by Cllr R Letheren, **all agreed** to **RECOMMENDED** to full Council that a 6 month fixed term deposit be set up at Unity Trust. This will require a servicing account to be opened as well, but a minimal balance can be kept in this account.
- iv) It was proposed by Cllr J Darwell, seconded by Cllr R Letheren to **RECOMMEND** to full Council that the signatories for the service account are both Clerks and one Councillor, to be Cllr J Wenban, **all agreed**.
- v) Following the resolution at Council to invest residual balances above £125,000 in CCLA, it was proposed by Cllr B Dibble, seconded by Cllr J Darwell to **RECOMMEND** to full Council that the signatories are both Clerks and one Councillor, to be Cllr J Wenban, **all agreed**.
- vi) Year End Financial review – a receipts and payments statement for 2024/25 was presented to the Committee ahead of the formal completion of the AGAR in June by Council. (Appendix 2). This was **noted** and will be reviewed by full Council.
- vii) Allotment rents for 2025/26 have been received, **noted**.

e. **Advisory Matters for Council to consider**

- i) Quotes for rubbish bins on Cliffe Recreation Ground were reviewed and thought to be expensive. Clerk/PO will obtain further quotes.
- ii) Quote for Clife Woods car park solar lights installation and barrier protection. 3 quotes have been received. It was proposed by Cllr B Dibble, seconded by Cllr R Letheren to accept the quote from Structural Steel for £733.70 inc. VAT.
- iii) Quote for metal bench on Cliffe Recreation Ground. Bench installation was discussed, and it was decided not to go ahead at this time but to review later in the year.

6 Personnel Matters – report by Personnel Panel

- i) Assistant Clerk vacancy. Clerk/PO updated Committee on applications received and these would be reviewed with the Chair and interviews arranged.

Meeting closed at 20.15 and the Chair thanked everyone for attending.

Alex Jack, Clerk/PO. 7/6/2025

Signed as a true record of proceedings:

Chair Date

Appendix 1

Apr-25		List of Receipts and Payments		
F&GP: 6th May 2025				
Income				
		Receipts Received		
NatWest	Bank Interest	£68.45		
Allotment Tenants	Plot rent	£1,324.50		
HMRC	VAT refund	£870.02		
Total Income		£ 2,262.97		
Payee	Item Description	Payment amount	Type	Authority
Village Voices	Job Advert	£ 120.00	BACS	Delegated
Cliffe Memorial Hall	VE Day event donation	£ 1,000.00	BACS	Council - March
Structural Steel	Buttway works	£ 3,803.44	BACS	Council - Nov
EDF	Electricity changing rooms	£ 203.03	DDR	Contractual
Structural Steel	Rec Ground works	£ 342.00	BACS	F&GP - April
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - March
Business Stream	Water charge (quarterly)	£ 343.46	DDR	Contractual
Salary costs	February		BACS	F&GP - March
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
SLCC	Locum Fees February	£ 1,108.44	BACS	Contractual
KALC	Annual Subscription	£ 1,998.96	BACS	F&GP - April
Simply Extinguishers	Fire safety	£ 168.75	BACS	F&GP- April
Morrisons	APM consumables	£ 11.79	DC	Delegated
HMRC	PAYE & NI - Dec to Feb	£ 847.11	DDR	Contractual
Rialtas	Software Package annual fees	£ 1,646.40	BACS	F&GP - April
Vonage	Telephone	£ 10.94	DC	Contractual
Total Expenditure		£ 13,074.96		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

Appendix 2

2023/24	Yr End Receipts & Payments	2024/25	Budget 24/25
	Receipts		
£ 75,000.00	Precept	£ 87,513.00	£ 87,513.00
£ 1,576.00	Bank Interest	£ 2,246.00	£ 800.00
£ 8,186.00	Administration	£ -	
£ 4,036.00	Grants & Donations	£ -	
£ 5,382.00	Allotments	£ 4,153.00	£ 3,710.00
£ 1,820.00	Play Areas/Recreation	£ 1,584.00	£ 1,386.00
£ 4,592.00	VAT Data	£ 5,451.00	£ -
£ 100,592.00		£ 100,947.00	£ 93,409.00
	Payments		
£ -	Village Event donations	£ 2,000.00	£ -
£ 5,000.00	Cliffe Woods CC Grant	£ 5,000.00	£ 5,000.00
£ 5,000.00	Cliffe Memorial Hall Grant	£ 5,000.00	£ 5,000.00
£ 1,500.00	St Helen's Churchyard Grant	£ 1,500.00	£ 1,500.00
£ -	Village Improvements	£ 1,684.00	£ -
£ 43,470.00	Administration	£ 37,428.00	£ 39,144.00
£ 2,344.00	S.137 Expenditure	£ 344.00	£ 4,000.00
£ 300.00	Allotments	£ 988.00	£ 1,500.00
£ 7,391.00	Play Areas/Recreation	£ 7,149.00	£ 18,440.00
£ 775.00	Car Parks	£ 2,971.00	£ 12,600.00
£ 4,424.00	Changing Rooms	£ 3,458.00	£ 5,925.00
£ 1,417.00	CCTV	£ 114.00	£ 250.00
£ 315.00	Community De-fibs	£ 423.00	£ 250.00
£ 4,474.00	VAT Data	£ 5,792.00	£ -
£ 76,410.00		£ 73,851.00	£ 93,609.00