



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 9th December 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 11th November 2025**
5. **Finance and General Purposes**
 - a. **Month End Reports**
October 2025 Bank Reconciliations
Budget v Actuals to 30th November 2025
 - 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 November 2025
 - ii) Unity Trust – see report below
 - iii) Quotes for repair to Cliffe Woods car park surface
 - iv) Quote from Structural Steel for Buttway boundary repairs to posts
 - v) Quotes for electrical switches in Changing Rooms
 - vi) Tree replanting quote
 - vii) Defibrillator critical injury packs replacement

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 - recruitment update

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

Unity Trust Bank

The Council has a Fixed Term Deposit Account due to mature 22nd January 2026. £85,000 was invested for six months and the interest that will be payable at maturity is £1,713.97, the interest rate having been fixed at 4% for the term.

F&GP are asked to confirm whether they wish this money to be reinvested for a further period of time to capitalise on a better interest rate. Interest rates overall have dropped and are as follows for Unity Bank:

90 Day Fixed Deposit	2.6%
6 Month Fixed Deposit	3.45%
12 Month Fixed Deposit	3.5%

The RFO will continue to monitor rates at other establishments:

Hinkley & Rugby Local Council 90 Notice Deposit fund 2.9%

Cambridge Building Society Council Saver 1.7%

Nat West Business Reserve 0.95%

The Public Sector Deposit Fund held at CCLA is currently yielding 3.97%. Council has £75,000 in that fund.



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

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**

**Bank Reconciliation Statement as at 03/11/2025
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	03/11/2025		300.00
Reserve Account 56850409	03/11/2025		42,599.57
			<u>42,899.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			42,899.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			42,899.57
		Balance per Cash Book is :-	42,899.57
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 03/11/2025 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>
06/10/2025	DDR	122.14		122.14		R <input type="checkbox"/>	Northstar IT
09/10/2025	VAT claim		65.26	65.26		R <input type="checkbox"/>	Receipt(s) Banked
10/10/2025	DC	53.50		53.50		R <input type="checkbox"/>	RBL Poppy Appeal
15/10/2025	BACS	1,679.32		1,679.32		R <input type="checkbox"/>	Staff Payment
15/10/2025	DDR	92.98		92.98		R <input type="checkbox"/>	Nest Pensions
15/10/2025	Donation		250.00	250.00		R <input type="checkbox"/>	Receipt(s) Banked
16/10/2025	DDR	48.58		48.58		R <input type="checkbox"/>	EDF Ennergy
20/10/2025	BACS	-120.00		-120.00		R <input type="checkbox"/>	Village Voices Publishing
21/10/2025	BACS	12.00		12.00		R <input type="checkbox"/>	Iris Software Ltd
21/10/2025	BACS	20.00		20.00		R <input type="checkbox"/>	Kent County Playing Fields Ass
21/10/2025	BACS	500.00		500.00		R <input type="checkbox"/>	Cliffe Memorial Hall
21/10/2025	BACS	5,000.00		5,000.00		R <input type="checkbox"/>	Cliffe Memorial Hall
21/10/2025	BACS	5,000.00		5,000.00		R <input type="checkbox"/>	Cliffe Woods Community Assoc
21/10/2025	BACS	1,500.00		1,500.00		R <input type="checkbox"/>	St Helens Church PCC
23/10/2025	DDR	1,606.93		1,606.93		R <input type="checkbox"/>	HMRC PAYE
24/10/2025	DDR	696.47		696.47		R <input type="checkbox"/>	Business-Stream
27/10/2025	DDR	5.28		5.28		R <input type="checkbox"/>	Northstar IT
31/10/2025	Interest		46.11	46.11		R <input type="checkbox"/>	Receipt(s) Banked
03/11/2025	DDR	10.25		10.25		R <input type="checkbox"/>	Vonage
03/11/2025	DDR	47.00		47.00		R <input type="checkbox"/>	ICO
		<u>16,274.45</u>	<u>361.37</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 05/11/2025
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	05/11/2025		75,362.99
			<u>75,362.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,362.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,362.99
		Balance per Cash Book is :-	75,362.99
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 05/11/2025 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>
04/11/2025	Inc reinvs		248.48	248.48		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>248.48</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts & Payments by Budget 30/11/2025

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	2,937	0	(2,937)			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	1,575	1,000	(575)			157.5%
Other Income	500	0	(500)			0.0%
Total Receipts	99,537	97,702	(1,835)			101.9%
Overhead Payments						
VAT on Payments	2,591	0	(2,591)		(2,591)	0.0%
Salaries & Wages	11,866	21,750	9,884		9,884	54.6%
PAYE & NI - HMRC	2,736	0	(2,736)		(2,736)	0.0%
Emp'er 3% Emp'ee 5% Pension	755	600	(155)		(155)	125.9%
Home Allowance	718	1,440	722		722	49.9%
Staff Costs - other	1,087	450	(637)		(637)	241.5%
Mileage Claims	212	1,134	922		922	18.7%
Travelling Expenses	49	100	51		51	49.0%
Telephone Expenses	72	500	428		428	14.4%
Training Expenses	610	1,000	390		390	61.0%
Staff Professional Body Fees	308	500	192		192	61.6%
Chairman's Allowance	12	200	188		188	5.9%
Employer NI	1,125	1,450	325		325	77.6%
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	3,056	3,500	444		444	87.3%
Postages	0	150	150		150	0.0%
Subscriptions	1,733	1,650	(83)		(83)	105.0%
Utilities	1,538	5,000	3,462		3,462	30.8%
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	128	500	372		372	25.6%
Noticeboards	12	500	488		488	2.3%
Allotments Expenditure	2,702	750	(1,952)		(1,952)	360.3%
Play Park & Rec Grounds	378	4,250	3,872		3,872	8.9%
Changing Rooms expenditure	790	1,250	460		460	63.2%
Buttway	303	1,000	697		697	30.3%

Receipts & Payments by Budget 30/11/2025

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Village Improvements	3,517	8,895	5,378		5,378	39.5%
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	3,000	3,000	0		0	100.0%
Grants S137	795	2,500	1,705		1,705	31.8%
Donations	0	1,500	1,500		1,500	0.0%
Cliffe Woods Comm Centre Grant	5,000	5,000	0		0	100.0%
Cliffe Memorial Hall Grant	5,000	5,000	0		0	100.0%
St Helen's Churchyd Maint Gran	1,500	1,500	0		0	100.0%
Car Park Refurbishment	0	7,500	7,500		7,500	0.0%
Total Overhead	55,559	97,619	42,060	0	42,060	56.9%
Total Receipts	99,537	97,702	(1,835)			101.9%
Total Payments	55,559	97,619	42,060	0	42,060	56.9%
Net Receipts over Payments	43,978	83	(43,895)			
plus Transfer from EMR	3,478	0	(3,478)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	47,456	83	(47,373)			

Agenda Item 5C

SALARIES RE NOVEMBER HOURS 2025		Gross	£ 1,344.23
Clerk/PO - hours	57.25	3.3 hrs holiday	
Assistant Clerk - hours	0		
RFO - hours	12.75		
TOTAL MILEAGE	4010		£50.40
TOTAL HOME ALLOWANCES	4003		£86.00
SALARIES To pay Dec 2025	4000	NET	£1,017.48
HMRC Payment	Employer/ Employee DD	£375.67	
Nest Pensions	Employer/ Employee DD	£78.05	
MONTHLY COST TO COUNCIL		TOTAL	£1,607.60

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Vonage	DDR	10.25	Contractual	October phone
03/11/2025	ICO	DDR	47.00	Minute 142 ii May 25	Data Protection fee
06/11/2025	Northstar IT	DDR	127.42	Contractual	Monthly IT package
07/11/2025	SLCC Enterprises Ltd	DC	190.00	Delegated	Annual membership
13/11/2025	RGP Electrical Ltd	BACS	765.00	F&G Nov 25	Annual tests
14/11/2025	Staff Payment	BACS	1,305.60	F&GP Nov 25	Nov salaries (Oct hrs)
14/11/2025	Nest Pensions	DDR	76.41	Contractual	Nov (Oct hrs)
18/11/2025	EDF Energy	DDR	40.73	Contractual	October electricity
24/11/2025	HOO Cares CIC	BACS	250.00	Council min 221 av	Donation re xmas lunch program
Total Payments			2,812.41		

Current/Reserve Account

Cash Received between 01/11/2025 and 30/11/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
28/11/2025	NatWest	Bank Int	Oct interest	30.03
Total Receipts				30.03

11:17

CCLA PSDF

Cash Received between 01/11/2025 and 30/11/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/11/2025	CCLA PSDF	Inc reinvs	Income reinvestment re Oct	248.48
Total Receipts				248.48
