



Cliffe and Cliffe Woods Parish Council

17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Parish Clerks: Mrs Alex Jack, Clerk/PO and Mrs Helen Symmons, Locum RFO

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 11th March 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 February 2025**
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
To review financial reports provided to cover the prior months' transactions and reconciliation reports since the last meeting
 - b. **Payments for Approval**
To review payments yet to be made.
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment
 - d. **Other Financial Matters**
 - i) Bank Reconciliation checks by Cllr Fenney have been completed for September to December with no matters raised.
 - ii) Receipts and Payments February 2025.
 - iii) Bank Interest on credit balances. The RFO has provided a summary report at Appendix 1. It is **RECOMMENDED** that this Committee review the most suitable products for Council to consider and the RFO will provide a more detailed report of the specific product details for the Council meeting in April.
 - iv) Year End review of Reserves. To comply with the Annual Governance Statement, Council should review their level of Earmarked Reserves annually. The RFO has provided details at Appendix 2 of movements of reserves during the year along with recommendation for movements to appropriate additional EMR accounts.

- v) Year End review of Fixed Assets. Details of acquisitions and disposals for the year 2024/25 are detailed at Appendix 3. There is also a summary of all Parish Council assets

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

- i) Litter bins at the Recreation ground – report by Cllr Darwell
- ii) Public events on Parish Council land
- iii) Quotes for tree surveys

f. **Council Policies for recommendation to Council to adopt:**

- i) **Investment Strategy**
- ii) **General Reserves Policy**
- iii) **Personnel Panel – Terms of Reference**

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) Clerk/PO Appraisal – report by Personnel Panel
- ii) RFO – the way forward

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

H Symmons, Locum RFO, 06/03/25

Agenda Item 5a (Reconciliation report January 2025)Nat West Bank Balances as at 3rd February 2025

Current Account	£300.00
Reserve Account	£78,127.24
Total	£78,427.24

NS&I Account balance as at 1 st January 2025	£82,485.40
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Date:11/02/2025

Cliffe & Cliffe Woods Parish Council

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Time: 10:06

**Bank Reconciliation Statement as at 03/02/2025
for Cashbook 1 - Current/Reserve Account**

User: 7174.C.FRIBBINS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 55081592	03/02/2025		78,427.24
Reserve Account 58850409	03/02/2025		0.00
			<u>78,427.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,427.24
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			78,427.24
		Balance per Cash Book is :-	78,427.24
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 11/02/2025

Cliffe & Cliffe Woods Parish Council

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Time: 10:06

User: 7174.C.FRIBBINS

Bank Reconciliation up to 03/02/2025 for Cashbook No 1 - Current/Reserve Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/01/2025	DDR	42.00		42.00		R <input type="checkbox"/>	Staffology Ltd
06/01/2025	Allotment		24.75	24.75		R <input type="checkbox"/>	Receipt(s) Banked
06/01/2025	ERROR		42.00	42.00		R <input type="checkbox"/>	Receipt(s) Banked
08/01/2025	DC	104.30		104.30		R <input type="checkbox"/>	Northstar IT
15/01/2025	BACS	773.75		773.75		R <input type="checkbox"/>	Staff Payment
15/01/2025	BACS	3,746.11		3,746.11		R <input type="checkbox"/>	Volker Highways
15/01/2025	DDR	69.40		69.40		R <input type="checkbox"/>	Nest Pensions
16/01/2025	BACS	12.00		12.00		R <input type="checkbox"/>	Iris Software Ltd
21/01/2025	DDR	211.34		211.34		R <input type="checkbox"/>	EDF Ennergy
22/01/2025	HMRC VAT		1,786.87	1,786.87		R <input type="checkbox"/>	Receipt(s) Banked
23/01/2025	BACS	114.00		114.00		R <input type="checkbox"/>	AARDVARK ELECTRONIC SECURITY
23/01/2025	BACS	5,000.00		5,000.00		R <input type="checkbox"/>	Cliffe Woods Community Assoc
23/01/2025	BACS	3,000.00		3,000.00		R <input type="checkbox"/>	Cliffe Memorial Hall
23/01/2025	BACS	1,500.00		1,500.00		R <input type="checkbox"/>	St Helens Church PCC
23/01/2025	DDR	789.04		789.04		R <input type="checkbox"/>	HMRC PAYE
24/01/2025	DDR	424.94		424.94		R <input type="checkbox"/>	Business-Stream
27/01/2025	BACS	80.00		80.00		R <input type="checkbox"/>	Signs by Ian
27/01/2025	BACS	102.00		102.00		R <input type="checkbox"/>	AQL
27/01/2025	BACS	784.68		784.68		R <input type="checkbox"/>	SLCC Enterprises Ltd
27/01/2025	BACS	9.41		9.41		R <input type="checkbox"/>	Expenses payment
27/01/2025	BACS	84.99		84.99		R <input type="checkbox"/>	Expenses payment
27/01/2025	BACS	1,209.60		1,209.60		R <input type="checkbox"/>	Btd Electrical Ltd
31/01/2025	Staffology		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
31/01/2025	NatWest		102.90	102.90		R <input type="checkbox"/>	Receipt(s) Banked
03/02/2025	BACS	2,000.00		2,000.00		R <input type="checkbox"/>	Cliffe Memorial Hall
03/02/2025	DC	10.54		10.54		R <input type="checkbox"/>	Vonage
		<u>20,068.10</u>	<u>2,076.52</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 11/02/2025

Cliffe & Cliffe Woods Parish Council

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Time: 10:34

**Bank Reconciliation Statement as at 03/02/2025
for Cashbook 2 - National Savings Account**

User: 7174.C.FRIBBINS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
National Savings Investment Ac	03/02/2025		82,485.40
			82,485.40
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			82,485.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			82,485.40
		Balance per Cash Book is :-	82,485.40
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 11/02/2025

Cliffe & Cliffe Woods Parish Council

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Time: 10:34

Bank Reconciliation up to 03/02/2025 for Cashbook No 2 - National Savings Account

User: 7174.C.FRIBBINS

<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>
01/01/2025	Error		818.90	818.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		0.00	818.90				

Signatory 1:

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NameSignedDate

Agenda Item 5a Budget v Actuals to 28th February 202503/03/2025
13:55

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Receipts & Payments by Budget 03/03/2025**Account Code Report**

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Receipts						
115 VAT on Receipts	344	0	(344)			0.0%
125 VAT Refunds	5,108	0	(5,108)			0.0%
1000 Income Allotment Rents	1,778	3,710	1,932			47.9%
1001 Income Football Pitch Rents	1,584	1,386	(198)			114.3%
1002 Income Allotment Key Deposits	10	0	(10)			0.0%
1176 Precept	87,513	87,513	0			100.0%
1190 Bank Interest	2,167	800	(1,367)			270.9%
Total Receipts	98,504	93,409	(5,095)			105.5%
Overhead Payments						
515 VAT on Payments	5,331	0	(5,331)		(5,331)	0.0%
4000 Salaries & Wages	13,353	19,350	5,997		5,997	69.0%
4001 PAYE & NI - HMRC	861	0	(861)		(861)	0.0%
4002 Emp'er 3% Emp'ee 5% Pension	833	580	(253)		(253)	143.6%
4003 Home Allowance	784	1,440	656		656	54.5%
4004 Staff Costs Contingency	3,611	1,712	(1,899)		(1,899)	210.9%
4010 Mileage Claims	420	1,300	880		880	32.3%
4011 Travelling Expenses	0	100	100		100	0.0%
4012 Telephone Expenses	107	800	693		693	13.4%
4015 Training Expenses	255	1,000	745		745	25.5%
4016 Staff Professional Body Fees	221	400	179		179	55.4%
4017 Chairman's Allowance	77	150	73		73	51.2%
4018 Employer NI	415	354	(61)		(61)	117.2%
4020 Insurance	1,154	2,610	1,456		1,456	44.2%
4021 Audit Fees	595	858	263		263	69.3%
4022 Professional Fees	385	0	(385)		(385)	0.0%
4023 Stationery/Printing	481	660	179		179	72.8%
4024 Computer/IT Expenses	3,268	3,250	(18)		(18)	100.5%
4025 Postages	36	120	84		84	29.7%
4028 Subscriptions	1,643	1,650	7		7	99.6%
4032 Utilities	1,489	4,725	3,236		3,236	31.5%
4035 Storage	600	680	80		80	88.2%
4041 Salt bins & Salt	0	100	100		100	0.0%
4050 Repairs & Maintenance	10,079	16,000	5,921		5,921	63.0%
4060 CCTV	114	250	136		136	45.6%
4072 Noticeboards	0	1,500	1,500		1,500	0.0%
4080 Allotments Expenditure	988	500	(488)		(488)	197.6%
4081 Play Park & Rec Grounds	1,184	4,240	3,056		3,056	27.9%
4082 Changing Rooms expenditure	1,104	1,200	96		96	92.0%
4083 Buttway	0	1,000	1,000		1,000	0.0%

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4084 Village Improvements	1,684	0	(1,684)		(1,684)	0.0%
4085 De-fibs	423	250	(173)		(173)	169.2%
4092 Skate park Maintenance	0	1,200	1,200		1,200	0.0%
4099 Other Expenses	513	130	(383)		(383)	394.7%
4201 Village Event donations	2,000	0	(2,000)		(2,000)	0.0%
4202 Grants S137	344	2,500	2,156		2,156	13.8%
4203 Donations	0	1,500	1,500		1,500	0.0%
4204 Cliffe Woods Comm Centre Grant	5,000	5,000	0		0	100.0%
4205 Cliffe Memorial Hall Grant	5,000	5,000	0		0	100.0%
4206 St Helen's Churchyd Maint Gran	1,500	1,500	0		0	100.0%
9202 Changing Rooms	1,058	0	(1,058)		(1,058)	0.0%
9205 Car Park Refurbishment	3,122	10,000	6,878		6,878	31.2%
Total Overhead	70,032	93,609	23,577	0	23,577	74.8%
Total Receipts	98,504	93,409	(5,095)			105.5%
Total Payments	70,032	93,609	23,577	0	23,577	74.8%
Net Receipts over Payments	28,472	(200)	(28,672)			
plus Transfer from EMR	1,684	0	(1,684)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	30,156	(200)	(30,356)			

Agenda item 5c

SALARIES RE FEB 2025			£ 1,795.65
Clerk/PO - hours	58	plus 3.3 hours holiday pay	
Locum RFO - hours	25		
TOTAL ONCOSTS for Council			£ 72.58
TOTAL MILEAGE			£82.80
LOCUM EXPENSES (tol/print)			£15.98
TOTAL HOME ALLOWANCE			£60.00
HMRC Payment	Employer/ Employee DD	£248.94	
Nest Pensions	Employer/ Employee DD	£84.38	

Agenda item 5d ii

Feb-25		List of Receipts and Payments		
F&GP: 11th March 2025				
Income				
		Receipts Received		
NatWest	Bank Interest	£73.81		
NS&I	Interest (recd January)	£818.90		
HMRC	VAT			
Total Income		£ 892.71		
Payee	Item Description	Payment amount	Type	Authority
Local Loft	Storage charge 24/25	£ 600.00	BACS	Delegated
Amazon	Solar light for meeting hall	£ 25.67	DC	F&GP - Feb 25
KALC	Chairmanship conference	£ 84.00	BACS	Delegated
EDF	Electricity changing rooms	£ 242.88	DDR	Contractual
Aardvark Electronics	CCTV	£ 676.00	BACS	Contractual
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision	£ 99.00	DD	F&GP - Jan
Salaries	January	£ 1,099.47	BACS	F&GP - Jan4
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
Cliffe Memorial Hall	Annual grant (balance)	£ 2,000.00	BACS	Council
Vonage	Telephone	£ 10.54	DC	Contractual
Total Expenditure		£ 4,953.86		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

Agenda item 5d iii – Appendix 1**Earning potential on Parish Council funds**

At the present time, C&CW PC has a current account with Nat West and a Business Reserve account. The current account has the 'last of its kind' product where only £300 is kept in the current account at any one time and the rest of the funds are transferred into the Business Reserve account.

The Business Reserve account is currently earning gross interest at 1.26% but this will dip to 1.11% with effect from 24th April 2025.

It is still a useful account to have because of the automatic transfer arrangement but on average this year approximately £75k is always in that account.

As RFO, I would recommend that other products are considered to transfer an element of this money into a better interest earning account.

In addition, the Council has a NS&I Bond which has £82,485.40 in it earning 1% interest annually. These funds could be better invested elsewhere to earn a better rate of interest.

Comparison of Best Deposit Options

The table below provides an overview of the most competitive savings and investment options available for the council's funds. It highlights the interest rates, risk levels, and key features of each option, allowing for an informed decision on how to optimise returns while maintaining appropriate liquidity and security.

Bank/Institution	Product	Interest Rate (Annual) Gross	Risk Level	Key Features
Hinkley Building Society	90 Day Notice Account	3.60%	Low	Requires 90-day notice for withdrawals.
CCLA	Public Sector Deposit Fund	4.52%	Very Low	High capital security, competitive interest rate.
NatWest	90 Day Notice Account	3.49%	Low	Requires 95-day notice for withdrawal.
Unity Trust	12-24-Month Fixed Term Deposit	4.25%	Low	Fixed term of 24 months, FSCS protected up to £85,000.
Cambridge Building Society	Council Saver Account	2.65%	Low	Available to Parish and Town Councils; minimum investment £1,000; up to two withdrawals per month without notice or fee.
Redwood Bank	35-Day Business Savings Account	4.10% AER variable	Low	Minimum deposit £10,000; withdrawals require 35 days' notice; interest paid monthly or annually; FSCS protected up to £85,000.

Local Council Accounts with Hinckley Building Society

Account Type	Rate	Minimum Investment	Withdrawals	Interest Paid	Postcode Restricted
Local Council 90 Day Notice Deposit	3.60%	£1,000	subject to 90 days' notice	Annually	No
Local Council Easy Access Deposit	2.40%	£500	Any time	Annually	No
Local Council 45 Day Notice Deposit	2.85%	£1,000	subject to 45 days' notice	Annually	No

Local Council Accounts with Cambridge Building Society

Account Type	Rate	Minimum Investment	Withdrawals	Interest Paid	Postcode Restricted
Council Saver Account	2.65%	£1,000	Up to two per month without notice or fee; by cheque payable to the Council	Annually on 31st December	No

Unity Trust Fixed Term Deposit and Instant Access Accounts

Account Type	Interest Rate
12-Month Fixed Term	4.25% Gross
18-Month Fixed Term	4.25% Gross
24-Month Fixed Term	4.25% Gross
30-Day Deposit	2.96% Gross
90-Day Deposit (to £10m)	3.06% Gross
90-Day Deposit (£10m+)	3.16% Gross
6-Month Fixed Term	4.00% Gross
Instant Access	2.50% Gross

Redwood Bank 35-Day Business Savings Account Details

Account Type	Interest Rate (AER/Gross)	Notice Period	Minimum/Maximum Balance	Key Features
35-Day Business Savings Account	4.10% AER variable	35 days	£10,000 / £1,000,000	Interest calculated daily; paid monthly or annually; up to four authorised users; FSCS protected up to £85,000.

NatWest Business Savings Accounts

Account Type	Interest Rate (AER/Gross)	Notice Period	Minimum/Maximum Balance	Key Features
Business Reserve	1.26% - 1.71% (variable)	None	No minimum or maximum	Instant access, manage via app, online, or phone.
35-Day Notice Account	2.75% (variable)	35 days	No minimum or maximum	Higher interest than instant access, manage via app, online, or phone.

Account Type	Interest Rate (AER/Gross)	Notice Period	Minimum/Maximum Balance	Key Features
95-Day Notice Account	3.49% (variable)	95 days	No minimum or maximum	Highest interest rate, manage via app, online, or phone.

Recommendations

- **CCLA (CBF Church of England Fund):** Offers the highest interest rate with very low risk, ideal for long-term stability. There is, however, no protection under FCA rules re £85,000 protection. Well known product in Town & Parish Council sector.
- **Unity Trust (24-Month Fixed Term Deposit):** Provides a competitive interest rate with FSCS protection, suitable for medium-term savings. Will need a current account as well to avoid £28 CHAPS payment charge to transfer money from a deposit account to current NatWest current account.
- **Hinckley Building Society (90 Day Notice Account):** Good for those who can manage with a 90-day notice period for withdrawals. Can operate the account using H&R online for withdrawals. Protected under FSCS rules. Specifically designed accounts for Town & Parish Council sector.
- **Redwood Bank (35-Day Business Savings Account):** Offers an attractive interest rate with FSCS protection, requires a 35-day notice for withdrawals.
- **Cambridge Building Society (Council Saver Account):** Designed for councils with a reasonable return and limited withdrawal flexibility.
- **NatWest (95-Day Notice Account):** Best for flexible access and higher interest on smaller balances.

Considerations

To ensure the best financial decisions, the following factors should be considered in order of importance:

1. **Liquidity Needs:** Assess the council's need for fund accessibility, ensuring that withdrawals can be made when required without incurring penalties or delays.
2. **Insurance Coverage:** Ensure deposits are within insured limits for protection under FSCS or equivalent schemes to mitigate risk.
3. **Market Conditions:** Monitor interest rate trends and economic factors that may impact returns on savings and investments.

Overall, the **CCLA Public Sector Deposit Fund** offers the highest interest rate with very low risk, making it a strong choice for maximising returns while ensuring security. However, for those needing FSCS protection, **Unity Trust Fixed Term Deposits** or **Redwood Bank's 35-Day Business Savings Account** provide a balance between security and returns.

Agenda item 5d iv – Appendix 2**REVIEW OF RESERVES FOR YEAR END**

EARMARKED RESERVE	Opening Balance	Movement	Closing Balance
Election Expenses	£5,299.99	-	£5,299.99
Rural Liaison Grant	£11,497.92	-	£11,497.92
Youth Projects	£4,162.00	-	£4,162.00
Village Improvements	£7,577.82	(£1,684.00)	£5,893.82
Plat Jubilee	£1,116.75	-	£1,116.75
Cliffe Woods Car Park	created	£70,000 £6,878.00	£76,878.00
Parish Events	created	£4,000 (£2,000.00)	£2,000.00
Allotment Key Deposits	created	£260 £10.00	£270.00
Repairs & Maintenance		£5,000*	£5,000
Noticeboards		£1,500*	£1,500
Buttway		£1,000*	£1,000
Skatepark		£1,200*	£1,200
	£29,654.48	£86,164	£115,818.48

*Recommended in view of budgetary underspend 2024/25

Agenda item 5d v – Appendix 3

03/03/2025

Cliffe & Cliffe Woods Parish Council

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ASSETS ACQUIRED BETWEEN 01/04/2024 AND 03/03/2025

User: 7174.C.FRIBBINS

<u>Acq. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
06/06/2024	GATE	Cliffe Play Area Rear Gate	3,067.60	3,067.60	3,067.60
02/08/2024	BENCHES	Picnic Benches x 2	842.40	842.40	0.00
08/10/2024	CPG05	Play area Sign with Posts	342.00	342.00	342.00
30/11/2024	CBW06	Barriers and bollards	1,548.90	1,548.90	1,549.00
12/01/2025	CWCP03	2 x solar lights Parkside Parade car park	1,008.00	1,008.00	1,008.00
11/02/2025	CRG06	CCTV cameras x 2	676.00	676.00	676.00
TOTAL			7,484.90	7,484.90	6,642.60

03/03/2025

Cliffe & Cliffe Woods Parish Council

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ASSETS DISPOSED BETWEEN 01/04/2024 AND 03/03/2025

User: 7174.C.FRIBBINS

<u>Disp. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
02/08/2024	CPG04	Cliffe Picnic Bench	351.00	351.00	0.00
02/08/2024	CRG03	Benches x 4	2,005.00	2,005.00	0.00
TOTAL			2,356.00	2,356.00	0.00

03/03/2025

Cliffe & Cliffe Woods Parish Council

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SUMMARY OF ASSETS BY GROUP NAME

<u>Group</u>	<u>Original Cost</u>
Administration	7,047.66
Cliffe	5,540.00
Cliffe + Cliffe Woods	3,548.90
Cliffe Allotments	14,917.00
Cliffe Buttway	5,502.00
Cliffe Changing Rooms	142,002.94
Cliffe Memorial Hall	1,180.00
Cliffe Playground	255,388.00
Cliffe Recreation Ground	6,349.00
Cliffe Woods	18,137.00
Cliffe Woods Car Park	3,964.00
TOTAL	463,576.50