



## Cliffe and Cliffe Woods Parish Council

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Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons  
and Assistant Clerk Mrs Parveen Comparat

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 12<sup>th</sup> May 2026 at 7.30pm at St Helen's House, Cliffe, ME3 7QP**

### F&GP MINUTES

**Councillors Present:** Robert Wyatt (Chair). Jim Wenban. Harry Johnson. Joan Darwell. Barry Dibble.

**Council Staff Present:** Alex Jack. Helen Symmons. Parveen Comparat.

- 1 **Apologies for Absence:** Ray Letheren sent apologies. Ken Kentell was absent.
- 2 **Declarations of Interest**  
Cllr J Darwell – Cliffe Memorial Hall
- 3 **Public Representation:** None
- 4 **Approval of Minutes of Meeting held on Tuesday 14<sup>th</sup> April 2026.**  
It was proposed by J Wenban, seconded by H Johnson to accept the Minutes, all in favour. The Minutes were signed by the Chair.
- 5 **Finance and General Purposes**
  - a. **Month End Reports** March Bank reconciliation - **proposed by Cllr H Johnson, seconded by Cllr B Dibble. All agreed**
  - b. **Payments for Approval:**
    - Annual Audit Fee to Lionel Robbins for the sum of £210.00
    - Urgent repair of the Rec park gate to Structural Steel for the sum of £502.92 - **proposed by Cllr J Wenban, seconded by Cllr H Johnson. All agreed**
  - c. **PAYE Payments for Authorisation** – April payroll payments - **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed**
  - d. **Other Financial Matters**
    - i) Receipts and Payments April 2026 - **proposed by Cllr B Dibble, seconded by Cllr J Wenban. All agreed**
    - ii) 2025/26 Financial Statement - **proposed by Cllr H Johnson, seconded by Cllr B Dibble. All agreed. NOTED**
    - iii) Recommendation to transfer £38,000 to CCLA account - It was recommended to Full Council **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed**
    - iv) Internal Auditor report – Cllr B Dibble commented that the report was a very good year for the parish council - **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed**
    - v) Renewal of litter picking and groundworks contract – The clerk reported that she met with NORSE and discussed concerns of retaining the contract of work for the recreation grounds. The clerk was assured that Norse would continue to clear the recreation ground as past practice.

- vi) Revision to Standing Orders, it was recommended to Full Council **proposed by Cllr R Wyatt, seconded by Cllr H Johnson. All agreed** Financial Regulations **proposed by Cllr B Dibble, seconded by Cllr H Johnson. All agreed** and Financial Regulations TOR **proposed by Cllr H Johnson, seconded by Cllr J Wenban. All agreed**
- vii) Proposal for full Council summer break in August - It was recommended to Full Council **proposed by Cllr B Dibble, seconded by Cllr H Johnson. 1 Abstain and 4 in favour.**
- viii) Proposal to buy a Field Maple Hedge for the Memorial Hall Grounds – Cllr R Wyatt has recommended to buy a hedge for the benefit of the environment and aesthetics. It was recommended to Full Council. **proposed by Cllr H Johnson, seconded by Cllr B Dibble. All agreed**

*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.*

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**Personnel Matters**

- i) Staff appraisals – Staff members Clerk/PO Alex Jack and RFO Helen Symmons will be having their appraisals in the coming month.

The meeting closed at 8:12pm and the Chair thanked everyone for attending.

Parveen Comparat, Assistant clerk, 13/05/2026

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

**Chair** ..... **Date** .....