



# Cliffe and Cliffe Woods Parish Council

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

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✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

Clerk/PO Mrs Alex Jack, and 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 8<sup>th</sup> July 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 10<sup>th</sup> June 2025**
- 5 **Finance and General Purposes**
  - a. **Month End Reports**  
May 2025 Bank Reconciliation – *Appendix 1*  
Quarter review Budget v Actuals – *Appendix 2*
  - b. **Payments for Approval**  
To review payments yet to be made
  - c. **PAYE Payments for Authorisation**  
To review PAYE payments & authorise payment – *Appendix 3*
  - d. **Other Financial Matters**
    - i) Receipts and Payments June 2025 – *Appendix 4*
    - ii) Unity Trust & CCLA update – the Unity Trust Instant Access Savings account is now open and £85,000 transferred to the account. This will be moved to a 6-month Fixed term deposit once all signatories have on-line access to the Instant Access account. The application for the Public Sector Deposit Account at CCLA will be submitted imminently as we have been awaiting additional elements to support the application and these are now received. The NS&I Account has now closed with the balance paid into the current account at the end of June and so funds can be transferred to the CCLA account once opened.
    - iii) Rialtas improvements – the accounting software package will be undergoing some changes from 18<sup>th</sup> July. This is a platform upgrade only and not a new version of Rialtas.
      - On Friday, 18th July at 9am, the system will be taken offline.
      - All Rialtas Cloud accounts will be backed up and securely transferred to Rialtas. This will include all historical data.

- Our account will be migrated to Rialtas servers over the weekend.
- Once the migration is complete, the RFO will be notified by email.
- On the morning of Monday, 21st July the RFO will access Rialtas using a new web address which will be provided ahead of the migration. There will also be a log in using new credentials which will be emailed once the account has been migrated.

#### **Advisory Matters for Council decisions**

- i) Additional solar lighting for Cliffe Woods car park – the cost for the last 2 solar lights with protection barriers was £1,311. The Village Improvements budget has capacity to accommodate additional expenditure and the Council has the power to light public places (Parish Council Act 1957, s.3; Highways Act 1980, s.301)
- ii) Audit improvements for 2025/26 – *see Report Appendix 5*

*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) Clerk report

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

Helen Symmons, RFO, 02/07/2025

## Appendix 1 – Agenda Item 5a Bank Reconciliation for May 2025

Date: 17/06/2025

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### Bank Reconciliation Statement as at 05/06/2025 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	05/06/2025		300.00
Reserve Account 56850409	05/06/2025		151,328.70
			<u>151,628.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			151,628.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			151,628.70
		<b>Balance per Cash Book is :-</b>	<b>151,628.70</b>
		<b>Difference is :-</b>	<b>0.00</b>

### Bank Reconciliation up to 05/06/2025 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>
06/05/2025	BACS	600.00		600.00		R <input checked="" type="checkbox"/>	Alltree Consultancy
06/05/2025	BACS	120.00		120.00		R <input checked="" type="checkbox"/>	Signs by Ian
07/05/2025	DDR	104.30		104.30		R <input checked="" type="checkbox"/>	Northstar IT
12/05/2025	BACS	12.00		12.00		R <input checked="" type="checkbox"/>	Iris Software Ltd
13/05/2025	DC	26.46		26.46		R <input checked="" type="checkbox"/>	Toner Giant
15/05/2025	BACS	991.46		991.46		R <input checked="" type="checkbox"/>	Staff Payment
15/05/2025	BACS	634.37		634.37		R <input checked="" type="checkbox"/>	Staff Payment
15/05/2025	DDR	89.29		89.29		R <input checked="" type="checkbox"/>	Nest Pensions
19/05/2025	BACS	195.00		195.00		R <input checked="" type="checkbox"/>	CMC Plumbing
21/05/2025	DDR	177.20		177.20		R <input checked="" type="checkbox"/>	EDF Energy
30/05/2025	Bank Int		132.47	132.47		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/06/2025	DC	10.83		10.83		R <input checked="" type="checkbox"/>	Vonage
05/06/2025	DDR	104.30		104.30		R <input checked="" type="checkbox"/>	Northstar IT
		<u>3,065.21</u>	<u>132.47</u>				

### Total Investment Balances:

Nat West Current Account £300.00

Nat West Reserve Account £151,328.70

National Savings Account £82,485.40**TOTAL £237,114.10**

Appendix 2 – Budget v Actuals 1<sup>st</sup> Quarter

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Receipts & Payments by Budget 30/06/2025

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Receipts</b>						
VAT Refunds	870	0	(870)			0.0%
Income Allotment Rents	1,325	4,000	2,676			33.1%
Income Football Pitch Rents	0	1,500	1,500			0.0%
Precept	91,202	91,202	0			100.0%
Bank Interest	749	1,000	251			74.9%
<b>Total Receipts</b>	<b>94,145</b>	<b>97,702</b>	<b>3,557</b>			<b>96.4%</b>
<b>Overhead Payments</b>						
VAT on Payments	1,878	0	(1,878)		(1,878)	0.0%
Salaries & Wages	4,037	21,750	17,713		17,713	18.6%
PAYE & NI - HMRC	683	0	(683)		(683)	0.0%
Emp'ee 3% Emp'ee 5% Pension	297	600	303		303	49.4%
Home Allowance	232	1,440	1,208		1,208	16.1%
Staff Costs - other	1,047	450	(597)		(597)	232.6%
Mileage Claims	101	1,134	1,033		1,033	8.9%
Travelling Expenses	0	100	100		100	0.0%
Telephone Expenses	27	500	473		473	5.4%
Training Expenses	0	1,000	1,000		1,000	0.0%
Staff Professional Body Fees	0	500	500		500	0.0%
Chairman's Allowance	12	200	188		188	5.9%
Employer NI	164	1,450	1,286		1,286	11.3%
Insurance	0	1,500	1,500		1,500	0.0%
Audit Fees	175	800	625		625	21.9%
Professional Fees	500	0	(500)		(500)	0.0%
Stationery/Printing	122	700	578		578	17.4%
Computer/IT Expenses	1,732	3,500	1,768		1,768	49.5%
Postages	0	150	150		150	0.0%
Subscriptions	1,666	1,650	(16)		(16)	101.0%
Utilities	697	5,000	4,303		4,303	13.9%
Storage	0	700	700		700	0.0%
Salt bins & Salt	0	100	100		100	0.0%
Repairs & Maintenance	480	9,250	8,770		8,770	5.2%
CCTV	0	500	500		500	0.0%
Noticeboards	0	500	500		500	0.0%
Allotments Expenditure	299	750	451		451	39.9%
Play Park & Rec Grounds	378	4,250	3,872		3,872	8.9%
Changing Rooms expenditure	141	1,250	1,109		1,109	11.3%
Buttway	0	1,000	1,000		1,000	0.0%
Village Improvements	3,170	8,895	5,725		5,725	35.6%
De-fibs	233	500	267		267	46.6%

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## Receipts &amp; Payments by Budget 30/06/2025

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Skate park Maintenance	0	1,000	1,000		1,000	0.0%
Other Expenses	0	500	500		500	0.0%
Village Event donations	1,000	3,000	2,000		2,000	33.3%
Grants S137	0	2,500	2,500		2,500	0.0%
Donations	0	1,500	1,500		1,500	0.0%
Cliffe Woods Comm Centre Grant	0	5,000	5,000		5,000	0.0%
Cliffe Memorial Hall Grant	0	5,000	5,000		5,000	0.0%
St Helen's Churchyd Maint Gran	0	1,500	1,500		1,500	0.0%
Car Park Refurbishment	0	7,500	7,500		7,500	0.0%
<b>Total Overhead</b>	<b>19,069</b>	<b>97,619</b>	<b>78,550</b>	<b>0</b>	<b>78,550</b>	<b>19.5%</b>
<b>Total Receipts</b>	<b>94,145</b>	<b>97,702</b>	<b>3,557</b>			<b>96.4%</b>
<b>Total Payments</b>	<b>19,069</b>	<b>97,619</b>	<b>78,550</b>	<b>0</b>	<b>78,550</b>	<b>19.5%</b>
<b>Net Receipts over Payments</b>	<b>75,076</b>	<b>83</b>	<b>(74,993)</b>			
plus Transfer from EMR	3,170	0	(3,170)			
less Transfer to EMR	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>78,246</b>	<b>83</b>	<b>(78,163)</b>			

## Appendix 3 - Agenda Item 5c

<b>SALARIES RE JUNE HOURS 2025 - To pay July 2025</b>		Gross	£ 1,794.07
Clerk/PO - hours	49	Holiday - 23.5	
RFO - hours	27		
TOTAL ONCOSTS for Council			£ 187.74
TOTAL MILEAGE			£90.00
STAFF EXPENSES			
TOTAL HOME ALLOWANCES			£86.00
HMRC Payment	Employer/ Employee DD	£548.54	
Nest Pensions	Employer/ Employee DD	£90.13	

## Appendix 4 – Payments &amp; Receipts June re Agenda Item 5di

	Jun-25	List of Receipts and Payments		
<b>F&amp;GP: 8th July 2025</b>				
	<b>Income</b>			
		<b>Receipts Received</b>		
NatWest	Bank Interest	£149.92		
NS&I	Account closure	£82,883.14		
Total Income		<b>£ 83,033.06</b>		
<b>Payee</b>	<b>Item Description</b>	<b>Payment amount</b>	<b>Type</b>	<b>Authority</b>
DSG Solutions	Printer repair	£ 118.80	DC	Delegated
Lionel Robbins	Internal Audit	£ 175.00	BACS	Delegated
WEL Medical	Defib replacement battery	£ 279.65	DC	Delegated
Expenses claim	Petrol for mower	£ 7.76	BACS	Delegated
Earth Anchors	Litter bin	£ 453.60	BACS	Min 142 vii
EDF	Electricity changing rooms	£ 170.80	DDR	Contractual
DBS Services Online	DBS checks x 2	£ 103.00	BACS	Delegated
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision	£ 95.33	DD	F&GP June
Salary costs	June Salaries (May hours)	£ 1,502.14	BACS	F&GP June
Iris Software (was Staffology)	Payroll softway	£ 12.00	BACS	Contractual
Vonage	Telephone	£ 10.83	DC	Contractual
Total Expenditure		<b>£ 3,033.21</b>		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

## Appendix 5 - RFO Report re Agenda Item 5dii

### Audit Changes 2025-26 Report

In 2025/26, the AGAR will include an additional assertion on the Governance Statement for Council to consider:

#### **Assertion 10 – Digital and Data Compliance**

Most of the elements within this assertion, Council should have already implemented previously. To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1. Email management – The Council must have a generic email account hosted on a Council owned domain, for example clerk@abcparishcouncil.gov.uk**

C&CW Parish Council has this. No further action required.

- 2. The Council must meet legal requirements for the existing website - All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).**

*There is no evidence on the website that C&CW Parish Council complies with this, nor does it have a published Accessibility Statement. It is therefore **RECOMMENDED** that the Town Clerk liaise with Hugofox to have this implemented and that an Accessibility Statement be created and published alongside the Privacy Statement on the Homepage.*

- 3. All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).**

*C&CW Parish Council does not meet the requirements to comply with either the Transparency Code for Smaller Authorities nor the Transparency Code 2015. However, the Information Commissioner's Officer (ICO) expects a parish council to meet its publication requirements:*

#### **ICO Briefing: Publishing Minutes and Agendas**

This briefing outlines what Town and Parish Councils must publish on websites regarding minutes and agendas, based on the Information Commissioner's Office (ICO) guidance and statutory obligations.

#### **Legal Framework**

The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) require public authorities, including parish and town councils, to proactively publish certain information under the ICO's Model Publication Scheme.

#### **What Must Be Published**

The Council should routinely publish:

- - Agendas and minutes of public meetings (e.g. Full Council, Committees).
- - Background papers referred to in the agenda/minutes or circulated for meetings.
- - Any documents required to be published under other legislation (e.g. Local Government Act 1972).

This information should generally be made available for at least the current and previous three years.



### What Should Not Be Published

The following should not be routinely published:

- - Information exempt under FOIA/EIR (e.g. commercial sensitivity, legal advice).
- - Personal data or any content breaching the Data Protection Act.
- - Minutes of informal/internal meetings not of wider public interest e.g. working groups
- - Information that is impractical or overly burdensome to make publicly available.

### Publication Best Practice

- - Publish unedited agendas and minutes wherever possible.
- - If redactions are required, clearly label documents as edited and explain why.
- - Ensure minutes are uploaded in a timely manner following the meeting.

### Handling Additional Requests

If a member of the public requests agendas or minutes not routinely published, or full versions of redacted documents, the Council must still consider the request in line with FOIA/EIR. This includes reassessing sensitivity over time and applying the public interest test.

### Confidential Items

Clearly state in meeting agendas when items are confidential or exempt. This helps manage public expectations and ensures clarity around redacted sections in published minutes.

For more information, see: [www.ico.org.uk](http://www.ico.org.uk)

*It is **RECOMMENDED** that the Proper Officer ensures that this procedure is now followed.*

*Additionally, the information on the following checklist should be published to the website and it is **RECOMMENDED** that the Parish Clerk and Assistant Clerk undertake a complete review of the Council's website with input from the RFO regarding the financial page to ensure that the website is up-to-date. N.B. much of the information is already published.*

### ICO Model Publication Scheme – Website Checklist for Parish and Town Councils

#### 1. Who We Are and What We Do

- Clerk and Council contact details (name, email, address, phone)
- Location of Council offices or main contact point
- List of councillors and their responsibilities
- Staffing structure (if applicable)

#### 2. What We Spend and How We Spend It

- Annual budget and precept information
- Annual accounts and financial statements
- Financial regulations
- Grants given and received
- Contracts awarded and their value
- Members' allowances and expenses

#### 3. What Our Priorities Are and How We Are Doing

- Parish or neighbourhood plan (if applicable)
- Annual report to the parish meeting (if produced)
- Strategic Plan (if produced)

#### 4. How We Make Decisions

- Timetable of Council and committee meetings
- Agendas and minutes
- Reports and background papers (where applicable)
- Standing orders and committee terms of reference

#### 5. Our Policies and Procedures

- Standing Orders and Financial Regulations
- Freedom of Information and data protection policies
- Complaints procedure
- Employment policies (e.g. equality, health & safety)
- Records management and data handling policies
- Schedule of charges (for information requests)

#### 6. Lists and Registers

- Asset register (including Land Registry titles where applicable)
- Register of Members' Interests
- Register of gifts and hospitality (if maintained)

#### 7. The Services We Offer

- Details of services provided by the Council (e.g. allotments, burial grounds, halls)
- Public leaflets, newsletters or guidance documents
- Information on community events or partnerships

#### Additional Recommendations

- Privacy Notice (compliant with UK GDPR)
- Freedom of Information Publication Scheme
- Accessibility Statement (WCAG 2.2 compliance)

#### **4. All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.**

C&CW Parish Council has a Data Protection Policy reviewed annually. No further action required.

#### **5. All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection. The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.**

*It is **RECOMMENDED** that the Parish Clerk and Assistant Clerk undertake GDPR training (an e-course is available via SLCC at a cost of £36 per person) and that a Subject Access Request procedure be implemented should any requests ever be received. N.B the RFO has already undertaken the GDPR training.*

#### **6. All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.**

*Whilst C&CW Parish Council has a Social Media Policy, it is **RECOMMENDED** that the Parish Clerk prepare an IT Policy for Council to approve before the end of 2025. A template is available in the Practitioners' Guide 2025.*