

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, RFO Mrs Helen Symmons
and Assistant Clerk Mrs Parveen Comparat

To all Parish Councillors, you are summoned to attend the **ANNUAL PARISH COUNCIL MEETING** of Cliffe and Cliffe Woods Parish Council to be held at **7:00pm** on Thursday 21st May 2026, at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX

AGENDA

- 1.0 **Election of Chair for 2026/2027**
The Parish Council Chair is elected annually at the Annual Parish Council Meeting, where his/her election is the first business on the Agenda. He/she holds office until his/her successor is elected. (LGA 1972)
 All Parish Councillors are eligible to stand as Chair – please consider in advance of the meeting whether you would like to do so. (A vote will be taken if there is more than one candidate). (Acceptance of Office)
- 2.0 **Election of Vice Chair for 2026/2027**
 All Parish Councillors are eligible to stand as Vice Chair – please consider in advance of the meeting whether you would like to do so. (A vote will be taken if there is more than one candidate). (Acceptance of Office)
- 3.0 **Apologies for Absence**
- 4.0 **Declarations of Interest**
 Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
A councillor, who declares 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.
- 5.0 **Approval of Minutes of Meeting held on 15/5/2025**
- 6.0 **Matters Arising from Minutes of Meeting on 15/5/2025**
- 7.0 **Confirmation of Committees for 2026/2027 (And Appointment of Members)**
 (The Chair is ex-officio on all committees). Please consider in advance of the meeting whether you would like to serve on any of these and in the case of 7.1 and 7.2, whether you would like to stand as Chair to be selected at first committee meeting.
- 7.1 Finance and General Purposes – recommended minimum 6 councillors
- 7.2 Planning – recommended minimum 6 councillors
- 7.3 Personnel Panel – recommended minimum 3 councillors
- 7.4 Allotment Committees, Cliffe site and Cliffe Woods site - recommended minimum 2 councillors each site
- 7.5 Footpaths and Common Land - recommended minimum 3 councillors and other non-councillors as required by the committee
- 7.6 Website and Social Digital Media – minimum 1 councillor
- 7.7 Health and Safety Advisor to the Parish Council – minimum 1 councillor
- 8.0 **Agreement of updated Standing Orders, Financial Regulations and Financial Regulations Terms of Reference**
- 9.0 **Election of Representatives on Outside Bodies for 2026/2027**
- 9.1 Medway Council Rural Liaison Committee – 1 representative (+ substitute)
- 9.2 Kent Association of Parish Councils (KALC) Medway Area Committee – 2 representatives
- 9.3 Cliffe Memorial Hall Liaison – up to 2 representatives
- 9.4 Cliffe Woods Community Association Liaison – 1 representative
- 9.5 Brett's Liaison – interested councillors and non-councillors
- 9.6 Patient Participation Group – 2 representatives
- 9.7 Police Liaison – 1 representative
- 9.8 Cliffe Village Fayre Committee – 1 councillor, others including non-councillors, on request by the committee
- 10 **Confirmation of arrangements for insurance cover in respect of all insurable risks and review of fixed assets**
- 11 **Agreement of the Council's and/or staff subscriptions to other bodies and annual payments**

- 12 **Confirmation the following Council's Procedures/Policies were reviewed with no revisions:**
 12.1 Complaints Procedure
 12.2 Freedom of Information Procedure
 12.3 Data Protection Policy
 12.4 Social Media Policy
- 13 **Agreement of the date, time and venue of ordinary meetings of the Council up to and including the next annual meeting of the Council**

Alex Jack, Clerk/PO
 15/5/2026

Current Committees & Members

Finance & General Purposes

Chair Robert Wyatt

Joan Darwell, Barry Dibble, Harry Johnson, Ken Kentell (Vice Chair), Ray Letheren, Jim Wenban
 Clerks attend

Planning

Chair Chris Fribbins

Fred Harper, Ken Kentell, Sue McDermid, Jim Wenban

Personnel Panel

Vivienne Walton, Jim Wenban, Robert Wyatt

Allotments

Cliffe Site -

Peter Clements, Robert Wyatt

Footpaths and Common Land

Robert Wyatt

Cliffe Village Fayre Advisory Committee

Joan Darwell

Website and Digital/Social Media

David Bishop, Chris Fribbins

Health and Safety Councillor (review and advise of risk assessment and procedure)

None

Representatives on Outside Bodies Representing the Parish

Medway Council Rural Liaison Committee

Robert Wyatt

KALC and Medway Area Committee

Ken Kentell

Cliffe Memorial Hall Liaison

Joan Darwell

Cliffe Woods Community Association Liaison

Vivienne Walton

Chris Fribbins is a Management Trustee

Cliffe & Cliffe Woods Community Trust (non-councillors can also be appointed)

David Bishop, Chris Fribbins, Ken Kentell, Vivienne Walton

Brett's Liaison Group

Joan Darwell, Chris Fribbins, Ken Kentell, Ray Letheren, Sue McDermid, Jim Wenban

Patient Participation Group

Sue McDermid

Police Liaison

Harry Johnson

Cliffe Village Fayre Committee

Joan Darwell



Cliffe and Cliffe Woods Parish Council

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Clerk/PO Mrs Alex Jack and RFO Mrs Helen Symmons

Minutes of the **ANNUAL PARISH COUNCIL MEETING** of Cliffe and Cliffe Woods Parish Council held on Thursday 15th May 2025, at the Emmanuel Centre, Parkside, Cliffe Woods ME3 8HX

MINUTES

Councillors present: Barry Dibble, Robert Wyatt, Chris Fribbins, Sandra Fenney, Vivienne Walton, Peter Clements, Jim Wenban, Faith Evers, Joan Darwell
 Council staff present: Alex Jack, Clerk/PO

- 1.0 **Election of Chair for 2025/2026**
 Cllr Barry Dibble was nominated for Chair by Cllr V Walton, seconded by Cllr R Wyatt. Cllr B Dibble accepted the nomination. **ALL AGREED.**
 Chair accepted the position and signed the Acceptance of Office form.
- 2.0 **Election of Vice Chair for 2025/2026**
 Cllr Robert Wyatt was nominated for Vice Chair by Cllr V Walton, seconded by Cllr C Fribbins. Cllr R Wyatt accepted the nomination. **ALL AGREED.**
 Vice Chair accepted the position and signed the Acceptance of Office form.
- 3.0 **Apologies for Absence**
 Cllrs. K Kentell, S McDermid, R Letheren, D Bishop, F Harper sent apologies. The reasons for the apologies were given and it was proposed by Cllr C Fribbins, seconded by Cllr R Wyatt that the apologies be accepted, **ALL AGREED.**
- 4.0 **Declarations of Interest**
 Cllrs. C Fribbins, V Walton – Cliffe Woods Community Association, Cliffe and Cliffe Woods Community Trust, Cllr J Darwell – Cliffe Memorial Hall
- 5.0 **Approval of Minutes of Meeting held on 16/5/2024**
 Proposed by Cllr R Wyatt, seconded by Cllr V Walton, **ALL AGREED.**
- 6.0 **Matters Arising from Minutes of Meeting on 16/5/2024**
 None.
- 7.0 **Confirmation of Committees for 2025/2026 (And Appointment of Members)**
 The Chair is ex-officio on all committees. Chair to be selected at first committee meeting.
- 7.1 **Finance and General Purposes** – Cllrs. R Wyatt, J Darwell, B Dibble, S Fenney, K Kentell, R Letheren, J Wenban. Proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **ALL AGREED.**
- 7.2 **Planning** – Cllrs. C Fribbins, F Harper, K Kentell, S McDermid, J Wenban. Proposed by Cllr V Walton, seconded by Cllr R Wyatt, **ALL AGREED.**
- 7.3 **Personnel Panel** – Cllrs. S Fenney, V Walton, J Wenban, R Wyatt. Proposed by Cllr B Dibble, seconded by Cllr F Evers, **ALL AGREED.**
- 7.4 **Allotment Committee** – Cllrs. P Clements, R Wyatt. Proposed by Cllr B Dibble, seconded by Cllr F Evers, **ALL AGREED.**
- 7.5 **Footpaths and Common Land** – Cllr R Wyatt Proposed by Cllr F Evers, seconded by Cllr S Fenney, **ALL AGREED.**
- 7.6 **Cliffe Village Fayre Committee** – Cllrs. J Darwell, S Fenney. Proposed by Cllr F Evers, seconded by Cllr. R Wyatt, **ALL AGREED.**
- 7.7 **Website and Social/Digital Media** – Cllrs. D Bishop, C Fribbins. Proposed by Cllr R Wyatt, seconded by Cllr F Evers, **ALL AGREED.**
- 7.8 **Health and Safety Advisor to the Parish Council** – no nominations. It was proposed by Cllr B Dibble that this be outsourced as required.
- 8.0 **Agreement of updated Standing Orders and Financial Regulations**
 Standing Orders - proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **ALL AGREED.**
 Financial Regulations - proposed by Cllr R Wyatt, seconded by Cllr F Evers, **ALL AGREED.**
- 9.0 **Election of Representatives on Outside Bodies for 2025/2026**
- 9.1 **Medway Council Rural Liaison Committee** – Cllr R Wyatt. Proposed by Cllr V Walton, seconded by Cllr C Fribbins, **ALL AGREED.**
- 9.2 **Kent Association of Parish Councils (KALC) Medway Area Committee** – to be advised.

- 9.3 **Cliffe Memorial Hall Liaison** – Cllr J Darwell. Proposed by Cllr V Walton, seconded by Cllr F Evers, 8 in favour, 1 abstention, **AGREED.**
- 9.4 **Cliffe Woods Community Association Liaison** – Cllr V Walton. Proposed by Cllr B Dibble, seconded by Cllr S Fenney, 8 in favour, 1 abstention, **AGREED.**
- 9.5 **Brett’s Liaison** – Cllrs. J Darwell, C Fribbins, K Kentell, R Letheren, S McDermid, J Wenban. Proposed by Cllr C Fribbins, seconded by Cllr F Evers, **ALL AGREED.**
- 9.6 **Patient Participation Group** – Cllrs. S Fenney, S McDermid. Proposed by Cllr V Walton, seconded by Cllr J Wenban, **ALL AGREED.**
- 10 **Confirmation of arrangements for insurance cover in respect of all insurable risks**
Clerk/PO advised cover provided by Zurich Insurance under a long term agreement until 1/10/2027, **NOTED.**
- 11 **Agreement of the Council’s and/or staff subscriptions to other bodies**
Councillors reviewed the Annual Payment and Direct Debit report and with the addition of the National Allotment Society it was proposed by Cllr R Wyatt, seconded by Cllr C Fribbins, **ALL AGREED.**
- 12 **Agreement of updated Council’s Procedures/Policies**
 - 12.1 **Complaints Procedure** – Proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **ALL AGREED.**
 - 12.2 **Freedom of Information Procedure** – Proposed by Cllr R Wyatt, seconded by Cllr C Fribbins, **ALL AGREED.**
 - 12.3 **Data Protection Policy** – Proposed by Cllr J Wenban, seconded by Cllr V Walton, **ALL AGREED.**
 - 12.4 **Social Media Policy** – Proposed by Cllr F Evers, seconded by Cllr S Fenney, **ALL AGREED.**
- 13 **Confirmation of the date, time and venue of ordinary meetings of the Council up to and including the next annual meeting of the Council** – Proposed by Cllr R Wyatt, seconded by Cllr J Wenban to defer a decision until the next full Council meeting when more Councillors would be present, 8 in favour, 1 abstention, **AGREED.** Cllr B Dibble raised a proposal for a summer and winter recess of the full Council meetings (suggested as the August and December meetings), to be considered at the next full Council meeting.

The meeting was closed at 19.50

Alex Jack, Clerk/PO16/5/2025

Signed as a true record of proceedings:

Chair

Date



CLIFFE AND CLIFFE WOODS PARISH COUNCIL
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These Standing Orders were updated, reviewed and adopted by the council at its meeting held on [21/05/2026](#)



CLIFFE AND CLIFFE WOODS PARISH COUNCIL STANDING ORDERS

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or sub-committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee or subcommittee does not call an extraordinary meeting within 3 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a **A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.**
- b **When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.**

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.



CLIFFE AND CLIFFE WOODS PARISH COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were updated, reviewed and adopted by the council at its meeting held on [21/05/26](#)

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- ~~provide financial, legal or other advice including in relation to any future transactions; or~~
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider draft their budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be

Cliffe & Cliffe Woods Parish Council
Terms of Reference
Finance & General Purposes Committee

REVIEWED MARCH 2025
TO REVIEW MAY 2026 AT APM

1.Membership

Chairman and Vice Chairman are full members of the committee. Up to eight councillors are appointed by the parish council (with voting rights) on an annual basis, all other councillors are invited and may attend.

2.Meetings

Meetings will held on the ~~second~~ Tuesday of **the week prior to the full Council meeting** each month, **except in months where there is no full Council meeting. Where there is no full Council meeting in a month, an F&GP Committee meeting will be held on the second Tuesday of the month** in order to discuss finance and general issues (**see calendar dates of the meetings**).

Meetings will be open to the public, and decisions are limited to recommendations to the parish council and those relating to delegated powers granted by the parish council. They can be held anywhere and at any time. A quorum of three councillors is required at all meetings. A Chair will be elected by the attendees (the Chair will have a casting vote if necessary).

3.Delegated powers

Delegated powers are limited to the approval of payments and receipts in a month where no parish council meeting is scheduled. When the parish council meeting is delayed until after the third Thursday of the month, delegated power is granted to approve any urgent payments (reason to be recorded).

Salary payments and associated oncosts are contractual, budgeted annually (approved by Council) and therefore delegated to the Committee for monthly salary payment approval by 15th of each month.

4.Remit

The committee will investigate finance and general issues, especially the budget, precept, general financial matters, assets and ad-hoc issues and advise the Clerk on reports and recommendations to be submitted to the Council. It has limited decision making powers. The committee is, primarily, advisory – except where power is delegated, and decisions cannot be taken. Any pre-determination must be avoided so as not give rise to concerns that the decision has been taken already when reported to the council:

The issue of pre-determination at the decision making meeting (the council meeting) should be avoided, although in accordance with Section 25 of the Localism Act 2011 which provides in essence that “a decision maker is not to be taken to have ... a closed mind when making the decision just because ... the decision maker had previously done anything that directly or indirectly indicated what view the decision-maker took or ... might take in relation to that matter ...”.

5.Declaration of Interests

The Cliffe and Cliffe Woods Parish Council Code of Conduct applies to this meeting (e.g. declaration of interests).

6. Financial Reports

The Clerk will provide information regarding the parish finances (budget monitoring, payments and receipts, cashbook, other financial records and budget preparation reports) as appropriate. They may also receive internal and external audit reports and reports from the quarterly review by a councillor (not a cheque signatory) as identified in the Financial Regulations.

7. Contracts, Tenders and Confidential Information

The committee may see confidential information as part of their remit. All members must preserve confidentiality of discussions held at meetings under any confidential section.

8. Records

All meetings will be attended by a Clerk (RFO and/either PO) and proper minutes taken and other records kept.

Mrs Alex Jack
Cliffe and Cliffe Woods Parish Council
17 Graveney Close
Cliffe Woods
Rochester
Kent
ME3 8LB

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720876723
Insured	Cliffe and Cliffe Woods Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st October 2024
To	30 th September 2025
and any other period for which cover has been agreed.	
Annual Premium	£1,599.38
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	141030972
Long term agreement active until	01 st October 2027
Preparation Date	20 th September 2024
Prepared by	Ms Briony Worth
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Insurance Cover:

Item Description	Sum Insured	Excess
2 x Steel Containers	£8,200.50	£250
Gates & Fences	£33,699.75	£250
Outside Equipment	£2,195.55	£250
Street Furniture	£37,448.25	£250
Gardening Equipment	£1,200.00	£250
Sports Equipment	£1,600.00	£250

ASSET LIST BY GROUP NAME

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Administration				
CP002C	Laminator	25.00	25.00	0.00
CPO01	Clerk x2 Printers	438.00	538.00	0.00
CPO02A	Clerk PO Laptop	625.00	625.00	599.00
CPO02B	Clerk RFO Laptop	746.00	746.00	599.00
CPO02C	Assistant Clerk Laptop	599.00	599.00	599.00
CPO03	Parish Council Projector	310.00	310.00	0.00
TOTAL FOR Administration		2,743.00	2,843.00	1,797.00
Changing Rooms				
CCR01	Henry Wet Vac	300.00	300.00	0.00
CCR03	Security Lock Boxes x 3	100.00	100.00	0.00
CCR04	Player Benches x20	2,000.00	2,000.00	0.00
CCRO5	Time lag controllers x 3	1,224.27	1,224.27	0.00
CRG10A	Cliffe Changing Rooms	136,698.94	130,829.13	286,130.25
TOTAL FOR Changing Rooms		140,323.21	134,453.40	286,130.25
Gardening equipment				
CRG02	Lawn Mower	1,636.00	1,200.00	1,200.00
TOTAL FOR Gardening equipment		1,636.00	1,200.00	1,200.00
Gates & Fences				
ALT02	Fencing + Gates- Allotment Area	13,416.00	13,416.00	13,416.00
CBW04	Buttway Fencing	5,500.00	5,500.00	5,500.00
CBW06	Barriers and bollards	1,548.90	1,548.90	1,549.00
CBW07	Buttway Swing gate and concrete posts	2,354.00	2,354.00	2,354.00
CMH01	Cliffe Memorial Hall Gate	1,179.00	1,179.00	1,179.00
CRG15	Bollards Upper Right side of Rec Ground	240.00	370.00	370.00
CWCP02	Entry & Exit Barriers	2,955.00	2,955.00	2,955.00
GATE	Cliffe Play Area Rear Gate	3,067.60	3,067.60	3,067.60
TOTAL FOR Gates & Fences		30,260.50	30,390.50	30,390.60
Outside Equipment				
CPG05	Play area Sign with Posts	342.00	342.00	342.00
CRG13	Caretaker Storage Box	45.00	45.00	0.00
TOTAL FOR Outside Equipment		387.00	387.00	342.00
Playground				
CPG01	Cliffe Playground	1.00	1.00	0.00
CPG02	Hard Surface (Ball Court)	66,116.00	66,116.00	0.00
CPG03	Cliffe Play Equipment	135,069.00	135,069.00	0.00
CRG04	Skate Park	49,950.00	49,950.00	0.00
CWRG01	Cliffe Woods Youth Shelter	9,422.00	9,422.00	0.00
TOTAL FOR Playground		260,558.00	260,558.00	0.00
Sports Equipment				
CRG07	White Lining Machine	289.00	289.00	289.00
CRG08	Goal Posts/Football Equipment	1,310.00	1,310.00	1,310.00
TOTAL FOR Sports Equipment		1,599.00	1,599.00	1,599.00
Steel Containers				
CRG11	Storage Containers x 2	4,704.00	8,200.00	8,200.00
TOTAL FOR Steel Containers		4,704.00	8,200.00	8,200.00
Street Furniture				

ASSET LIST BY GROUP NAME



Asset Code	Description	Original Cost	Current Value	Insurance Value
BENCHES	Picnic Benches x 2	842.40	842.40	842.40
CBS01	Norwood Corner Bus Shelter	1.00	1.00	0.00
CBW03	Carved Bench	5,539.00	5,539.00	5,539.00
CBW05	Historic Noticeboards x6	2,000.00	2,000.00	3,000.00
CRG05	CCTV	1,591.66	1,591.66	1,176.00
CRG06	CCTV cameras x 2	676.00	676.00	676.00
CRG09	Defibrillators	2,902.00	2,902.00	2,902.00
CRG14	Bensham Litter Bin	330.00	330.00	330.00
CW01	2 Grinding Stones at both village entries	2.00	2.00	0.00
CW03	Notice Boards x5	1,500.00	1,500.00	5,000.00
CWCP03	3 x solar lights Parkside Parade car park	1,008.00	1,580.00	1,580.00
CWRG02	4XBenches in Cliffe Woods	3,967.00	3,967.00	3,967.00
CWRG03	Wooden Sculptures	4,748.00	4,748.00	4,748.00
TOTAL FOR Street Furniture		25,107.06	25,679.06	29,760.40
Uninsured				
ALT01	Allotments	1.00	1.00	0.00
CBW01	Cliffe Buttway	1.00	1.00	0.00
CBW02	One piece of marsh land	1.00	1.00	0.00
CMH02	Cliffe Memorial Hall - Land	1.00	1.00	0.00
CRG01	Cliffe Recreation Ground	1.00	1.00	0.00
CWCP01	Cliffe Woods Car Park	1.00	1.00	0.00
TOTAL FOR Uninsured		6.00	6.00	0.00
TOTAL		467,323.77	465,315.96	359,419.25

Annual payment approvals (amounts up to) exc. VAT

IRIS (Staffology payroll admin)	Monthly	£11
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
National Allotment Society	Annual	£70

Direct Debit approvals (amounts up to) excl. VAT


ICO (subscription)	Annual	£50
EDF (electricity changing rooms)	Monthly	£100
NEST (pension payments)	Monthly	£125
HMRC (tax & NI)	Quarterly	£1500
Northstar (IT)	Monthly	£105
Vonage (mobile phone)	Monthly	£15
Business Stream (water)	Quarterly	£500


 PARISH COUNCIL MEETING DATES 2026 			
MONTH	F&GP COMMITTEE	FULL PARISH COUNCIL MEETING	PLANNING COMMITTEE
LOCATION	ST HELENS HOUSE	EMMANUEL CENTRE	EMMANUEL CENTRE
	CLIFFE	CLIFFE WOODS	CLIFFE WOODS
January	13th	22nd	29th
February	10th	19th	26th
March	10th	19th	26th
April	14th	*APM	30th
May	12th	21st & APCM	28th
June	9th	18th	25th
July	7th	16th	30th
August	11th	TBC	27th
September	8th	17th	24th
October	6th	15th	29th
November	10th	19th	26th
December	8th	None	None
TIMES	7.30 pm	7.30 pm	7.30 pm

***Annual Parish Meeting (APM) replaces Full PC Meeting on 16th April, 7pm at Community Centre, Cliffe Woods**

VIEW AGENDAS & MINUTES
 TO STAY INFORMED ON PARISH COUNCIL MEETINGS AND DECISIONS

SCAN THE QR CODE
 TO VIEW THE LATEST AGENDAS AND MINUTES



ALTERNATIVELY VISIT:
<https://linktr.ee/CliffeandcliffewoodsPC>
 <http://cliffeandcliffewoods-pc.gov.uk>