



Cliffe and Cliffe Woods Parish Council

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

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

F&GP MINUTES 10TH JUNE 2025

| | |
|------------------------------|--|
| Councillors Present | Robert Wyatt (Chair), Barry Dibble, Ken Kentell and Jim Wenban |
| Councillors Absent | Joan Darwell, Sandra Fenney and Ray Letheren |
| Council Staff Present | Alex Jack (Clerk/PO), Helen Symmons (Clerk/RFO) |

The meeting opened at 19.30

- 1 Election of Chair for 2025/2026**
Cllr Wyatt was nominated by Cllrs Dibble and Kentell. No other nominations were received and Cllr Wyatt was **RESOLVED** as Chairman of the Committee.
- 2 Election of Vice Chair for 2025/26**
There being no nominations, the matter was deferred.
- 3 Apologies for Absence**
Cllrs Sandra Fenney and Ray Letheren
- 4 Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
There were no declarations that related to any business on the agenda
- 5 Public Representation:**
No members of the public attended
- 6 Approval of Minutes of Meeting held on 6th May 2025**
Following a proposal (Cllr Dibble, seconded Cllr Wenban) the Committee **RESOLVED** the minutes which were signed by the Chair.
- 7 Finance and General Purposes**
 - a. Month End Reports**
Following a proposal (Cllr Dibble, seconded Cllr Wenban) the Committee **RESOLVED** the April 2025 Bank Reconciliation **with recommendation to Council**
 - b. Payments for Approval**
There were none presented
 - c. PAYE Payments for Authorisation**
Following a proposal (Cllr Kentell, seconded Cllr Dibble) the Committee **RESOLVED** the June payroll.
 - d. Other Financial Matters**
 - i)** Receipts and Payments May 2025. Following a proposal (Cllr Kentell, seconded Cllr Wenban) the Committee **RESOLVED to recommend to Council.**

- ii) Quote for laptop for Assistant Clerk. Following a proposal (Cllr Dibble, seconded Cllr Wenban) the Committee under delegated authority and Local Government Act 1972, s.111 **RESOLVED** to purchase the recommended laptop by the Council’s IT contractor at a cost of £559 + VAT (budget: Computer/IT expenses).
- iii) Internal Audit Report. **NOTED**
- iv) System of Internal Control. Following a proposal (Cllr Dibble, seconded Cllr Kentell) the Committee **RESOLVED to recommend the document to Council.**

8 Advisory Matters for Council to note

- i) Cliffe Woods car park solar lighting. This is now installed with protection barriers at regulation height.
- ii) Tree Survey. Recommended immediate tree work has been undertaken.
- iii) Cliffe Rec bin. This is now installed and being used. There was an additional charge for the lock authorised by the Clerk under delegated authority.

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.

9 Personnel Matters

- i) Assistant Clerk vacancy update. Following a recruitment process the vacancy is now filled with commencement 7th July 2025.

The meeting closed at 20.22

Minute taker: H Symmons, Clerk/RFO

Signed as a true record of proceedings:

Chair

Date