



Cliffe and Cliffe Woods Parish Council

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

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 10th February 2026 at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

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

Council Staff Present: Alex Jack (Clerk/PO), Parveen Comparat (Assistant Clerk)

1. **Apologies for Absence**
Cllrs. K Kentell, R Letheren sent apologies which were **noted**.
2. **Declarations of Interest**
Cllr J Darwell – Cliffe Memorial Hall
3. **Public Representation**
None.
4. **Approval of Minutes of Meeting held on 13th January 2026**
Proposed Cllr H Johnson, seconded Cllr J Wenban, **all agreed**. Minutes were signed by the Chair.
5. **Finance and General Purposes**
 - a. **Month End Reports**
December 2025 Bank Reconciliations were proposed by Cllr R Wyatt, seconded by Cllr H Johnson, **all agreed**. A query was raised regarding Village Event donations amount to be confirmed by Clerk/RFO.
 - b. **Payments for Approval**
To review payments that are outside the scope of delegation/contractual arrangements
None.
 - c. **PAYE Payments for Authorisation**
January payroll payments were proposed by Cllr R Wyatt, seconded by Cllr H Johnson, **all agreed**.

Cllr B Dibble arrived.
 - d. **Other Financial Matters**
 - i) Receipts and Payments for January 2026 were proposed by Cllr R Wyatt, seconded by Cllr J Wenban, **all agreed**.
 - ii) Risk Register and Risk Management Policy Review. Both were reviewed and discussed in detail. Committee raised concerns on the number of policies recommended and that stringent risk management may adversely limit Council activities.
Risk Register –
Staffing Issues/Health & Safety – It was raised that Council do not have a H&S advisor to undertake a homeworking assessment of staff. A freelance person to be approached.

