



Cliffe and Cliffe Woods Parish Council

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Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons
and Assistant Clerk Miss Sarah O'Donoghue

Minutes of the Finance & General Purposes Committee Meeting held at 7.30pm on **Tuesday 12th August 2025 at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

Councillors Present: Robert Wyatt (Chair), Joan Darwell, Barry Dibble, Ken Kentell, Jim Wenban

Council Staff Present: Alex Jack (Clerk/PO), Sarah O'Donoghue (Assistant Clerk)

1 Apologies for Absence

Apologies received for Cllr S Fenney were accepted.

2 Declarations of Interest

Cllr K Kentell – Cliffe and Cliffe Woods Community Trust, Cliffe Bowls Club

Cllr J Darwell – Cliffe Memorial Hall

3 Public Representation

No questions raised.

4 Approval of Minutes of Meeting held on 8th July 2025

July meeting was cancelled.

5 Finance and General Purposes

a. Month End Reports

Reports were reviewed and **noted**.

b. Payments for Approval

None.

c. PAYE Payments for Authorisation

July payroll payment was proposed by Cllr B Dibble, seconded by Cllr K Kentell, **all agreed**.

It was **noted** that the National Pay Award has been agreed at 3.2% backdated to 1st April 2025 and will be implemented in the August salary payments.

d. Other Financial Matters

i) Receipts and Payments July 2025 were reviewed and **noted**.

ii) Annual review of pitch fees – Following review of costs incurred in the 2024/25 financial year and the resulting deficit, it was raised that the Council could not subsidise the changing rooms to this extent. The Clerk advised that following an inspection at the changing rooms where heaters and boilers were found to have been left running and subsequently turned off, the following electricity bill was much lower. It was proposed by Cllr K Kentell and seconded by Cllr B Dibble that comparative figures for pitch fees to include use of changing rooms are obtained, **all agreed**.

iii) It was **noted** that following receipt of a huge water bill, a leak has been discovered at the allotments and fixed. The Clerk is submitting a 'leak claim' to the water company.

- iv) Damaged posts at the Buttway, Cliffe were inspected and Cllr J Wenban is investigating a repair.

e. **Advisory Matters for Council decisions**

- i) Solar lighting in Cliffe Woods car park. It was proposed by Cllr B Dibble, seconded by Cllr J Darwell to **RECOMMEND** to full Council that the quote from SSL Ltd. for £572.21 + VAT be accepted, **all agreed**.
- ii) Barrier post on Cliffe Rec. It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to **RECOMMEND** to full Council that the quote from SSL Ltd. for £130 + VAT be accepted, **all agreed**.
 Posts on allotment road. Following discussions, it was proposed by Cllr B Dibble, seconded by Cllr J Wenban that due to both cost and position of the posts, now realised, it would be impractical to install these, therefore it is **NOT RECOMMENDED** to full Council to proceed, **all agreed**.
- iii) Signage quote at Cliffe car park and allotment road. It was decided that following the above, signage would not be required.
- iv) Replacement of Cliffe noticeboard. Following discussions and review of quotes received to date, it was decided the Assistant Clerk would obtain further quotes for comparison at next meeting.
- v) Asset disposal – 2 x pink non-functioning laptops held in the storage room. Asset register value £1,000 Insurance value £0. It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt that these are now disposed, **all agreed**. The clerk advised Northstar would collect and dispose safely.
- vi) IT Policy – This was reviewed and, following an amendment to add Northstar contact details, it was proposed by Cllr B Dibble, seconded by Cllr J Darwell to **RECOMMEND** to full Council that this be approved, **all agreed**.

The meeting closed at 20:50 and the Chair thanked everyone for attending

Alex Jack, Clerk/PO,13/08/2025

Signed as a true record of proceedings:

Chair Date