



# Cliffe and Cliffe Woods Parish Council

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

Minutes of the meeting of Cliffe and Cliffe Woods Parish Council held on **Thursday 16<sup>th</sup> January 2025, 7.30 pm at the Emmanuel Centre, Cliffe Woods ME3 8HX**

## PC MINUTES

Councillors Present: Barry Dibble (Chair), Robert Wyatt (Vice Chair), David Bishop, Peter Clements, Joan Darwell (until 8.35pm), Chris Fribbins, Fred Harper, Ray Letheren, Sue McDermid, Vivienne Walton, Jim Wenban.

Council Staff Present: Alex Jack, Clerk/PO

### 94 **Apologies for Absence**

Cllrs. Faith Eyers, Sandra Fenney, Ken Kentell, Locum RFO Helen Symmons sent apologies. It was proposed by Cllr V Walton, seconded by Cllr J Darwell that apologies be accepted, **all agreed**.

### 95 **Declarations of Interest** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.

Cllrs. Fribbins, Harper, McDermid, Walton – Cliffe Woods Community Association, Cllrs. Bishop, Fribbins, Walton – Cliffe and Cliffe Woods Community Trust, Cllr Darwell – Cliffe Memorial Hall.

### 96 **Co-option – Currently two vacancies for Cliffe Woods Ward.**

No attendees.

**Adjournment** (Members of the public can put questions to the Parish Council and raise issues, (30 minutes max, limit of 10 minutes per person).

None present.

### 97 **Approval of Minutes of Meeting held on 21/11/24**

It was proposed by Cllr R Wyatt, seconded by Cllr R Letheren to accept the Minutes, **all agreed**. The Chair signed the Minutes.

### 98 **Matters Arising from Minutes of Meeting on 21/11/24**

98.1 The Chair provided an update to Item 87.0, 2<sup>nd</sup> paragraph – use of the Cliffe Memorial Hall car park for parent parking at St Helen's School and its maintenance. A meeting has since taken place between Cllrs, the Head of St Helen's school and Cliffe Memorial Hall team where it was decided a trial should take place which school staff would manage and review. Any repairs to the car park would be funded by Cliffe Memorial Hall. Cllr J Darwell advised the trial has started and is going well and proving to be a much safer parking option compared to using the small hall car park.

### 99 **Report: Clerks**

#### 99.1 KALC Community Awards 2025

Three nominations were proposed, seconded and reviewed. KALC will be advised of the successful nomination and an award presented to the recipient at the Annual Parish Meeting on 17/4/25.

#### 99.2 APCM land, Cliffe

The Chair gave an update on the matter to date and advised a meeting has taken place in the community on 11/1/25 which he had attended along with other Cllrs. After further discussion it

was proposed not to proceed to register an interest with Medway Council to investigate whether funds can be raised, 7 in favour, 3 against, 1 abstention, **carried**. It was decided that the Parish Council would offer advice and assistance where it is practical to do so, and a statement would be issued accordingly.

100 **Report: Chair (Cllr B Dibble)**

None.

101 **Report: Finance & General Purposes (Cllr Wyatt)**

The F&GP committee met on 7/1/25 and was attended by Cllrs. Wyatt (Chair), Dibble, Letheren, Wenban, Fribbins (non Committee member), both Clerks.

To note financial reports (to 31/12/24):

- a) Recommendations to full Council from F&GP Committee
  - i) Payments as below due to the cancelled F&GP meeting in December

Payments for Authorisation						
Meeting Date: 10/12/2024						
Meeting Type: F&GP						
Recommendation Delegated authority as no Council in December						
Payment To	Payment Detail	Cost ex VAT	Budget	Minute Ref	Power	
1 Structural Steel Consultancy Ltd	Barriers and gate at Buttway	£3,169.53	Buttway/Village Imp EMR		Open Spaces Act 1906 ss1	
2 Aardvark Electronic Security	CCTV at rear of village club	£676.00	Village Imp EMR		LG & Rating Act 1997 s.31	
3 Btd Electrical Ltd	Solar lights P/side Parade c/park	£1,008.00	Village Imp EMR		Parish Councils Act 1957 : Highways Act 1980 s.301	

To approve the above together with Receipts and Payments for November 2024 and December 2024 (Appendix 1).

Proposed by Cllr. R Wyatt, seconded by Cllr B Dibble, **all agreed**

- ii) Additional Councillors required as bank signatories.  
Cllr F Harper agreed to be a signatory, proposed by Cllr B Dibble, seconded by Cllr R Wyatt, **all agreed**.
- iii) It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to accept the Risk Management Policy (Appendix 2), **all agreed**.
- iv) It was proposed by Cllr B Dibble, seconded by Cllr R Wyatt to accept the Risk Register (Appendix 3), **all agreed**.
- b) Other items from F&GP Committee (no decisions required) **noted** by Council:
  - i) Internal control – new system for bank payment authorisation has been implemented.
  - ii) Internal control – bank reconciliation verification will be carried out by Cllr S Fenney.
  - iii) Cliffe Play Area yearly safety inspection was reviewed and repairs noted.
  - iv) Budgeted grant payments to be made to St Helen’s Church, Cliffe, Cliffe Woods Community Centre and the balance of the grant to Cliffe Memorial Hall.
  - v) Clerk/PO yearly appraisal to be arranged.

102 **Budget 2025/26**

To approve the draft Budget (Appendix 4). Proposed by Cllr R Wyatt, seconded by Cllr D Bishop, **all agreed**.

103 **Precept 2025/26**

To approve the recommended precept demand of £91,202 and Band D equivalent of £43.56 (£43.60 2024/25) meaning no percentage rise for residents (Appendix 4). Proposed by Cllr D Bishop, seconded by Cllr V Walton, **all agreed**.

104 **Report: Council Assets (Cllrs Kentell/Letheren/Wenban/Wyatt/Clerk/PO)** – includes Allotments, Play Areas, Changing Rooms, Bus Shelter, Car Park and Buttway.

104.1 Cllr F Harper provided an update on the planned solar lights to be installed at Cliffe Woods car park. The poles had been installed by a contractor but had to be removed following land ownership difficulties. A plan of installation within the land owned by the Parish Council was provided and reviewed. It was proposed by Cllr F Harper, seconded by Cllr C Fribbins to go ahead with the revised installation, 6 in favour, 3 against, 1 abstention, **carried**.

**Action:** Cllr F Harper agreed to liaise with the contractor accordingly.

105 **Report: Planning Committee (Cllr Fribbins)**

The planning committee met on 28/11/24 and was attended by Cllrs. Fribbins (Chair), Harper, McDermid & Wenban. There was no planning committee meeting in December due to the Christmas break.

Cllr C Fribbins gave an update on the following items which were **noted** by Council.

#### 105.1 Applications reviewed:

- a) **MC/24/2271** Application for a non-material amendment to planning permission MC/21/0165 for construction of a two storey front extension, two bay windows to front, addition of quoin stones with associated external alterations **Waterlane House 4 View Road Cliffe Woods ME3 8JQ** – This is new development on site by View Road Bus Stop where some Medway Highways land has been enclosed by the developer and waste arising dumped on land outside the boundary, DCPS have already registered concerns about the density and affect on the street scene (the land ‘capture’ is an issue for Medway Council who identified the issue at a site meeting).
- b) **MC/24/2299** Two storey rear extension **18 Parkside Cliffe Woods ME3 8JP**. No Issue raised.
- c) **MC/24/2321** Construction of single storey extensions both sides and rear, open porch to side, alterations to existing double garage to front, demolition of existing conservatory and construction of a replacement orangery, annexe and shed to rear - part resubmission of MC/21/1120 **14 Tennyson Avenue Cliffe Woods ME3 8JF**. The development use land at the rear of the site – no issues raised.
- d) **MC/24/2377** Application for a non-material amendment to planning permission to MC/21/1694 for amendment of the plot siting and minor elevation details **Land South Of View Road Cliffe Woods**. Non material amendment an issue for Medway Planning.
- e) Following notification from Frindsbury Extra Clerk of the public consultation for **Land North of Wainscott** - the development of c.800 homes is in land between the B2000 Lower Rochester Road across to Higham Road and up to Bunters Hill Road. Main access appears to be onto the B2000 (access to the bypass – London direction only, secondary access onto ‘traffic-calmed’ Higham Road to Wainscott). There has been no formal notification to C&CW Parish Council as it is outside of the boundaries, but there will be impacts. This is pre-planning consultation that appears to cover most issues including s106 contribution to provide a left turn slip road from the Wainscott bypass to Four Elms Hill. But the two main issues are traffic and there is no mention of doctor facilities (the area is within the boundaries of the Cliffe/Cliffe Woods Highparks Medical Practice) – WILL NEED TO MONITOR AND COMMENT AS NECESSARY TO ANY PLANNING APPLICATION/S (item 105.3 c) below since refers).

#### 105.2

##### Ongoing developments/issues:

- a) **Land adjoining 4 View Rd, Cliffe Woods** – possible enforcement action by Medway Council against unauthorised enclosure and dumping of waste materials on land. Further planning application for non material amendment, see 12.1 a) above.
- b) **Trenport – 250 dwellings, Land to the East & West of Church St, Cliffe** – no meeting arranged, although discussions had been held with Medway Council Planning, they have been reminded of need to discuss with Medway Council and the Parish Council. No progress at this time.
- c) **Redrow 1 – Oakleigh Fields, Town Rd, Cliffe Woods** – Teams meeting regarding S106 for bus service.
- d) **Redrow 2** – Development approved by Medway Council – nothing further.
- e) **Esquire 1 – Woodlands, Town Rd, Cliffe Woods** – Onsite meeting regarding issues with bordering trees/planning commitments – nothing further.
- f) **Esquire 2 – 68 homes, Land South of View Rd, Cliffe Woods** – issues with mud on the B2000 have been taken up with Esquire following complaints from local residents and is being followed up by site management and Medway Council planning dept.
- g) **Esquire 3 – 25 homes, Land off View Rd, Cliffe Woods** – as 105.3 a) below.
- h) **Neighbourhood Plan** – Effectiveness of the Plan to be tested on next major application which is Trenport.
- i) **APCM land, Station Rd, Cliffe** – as item 99.2.

#### 105.3

##### Further applications received since meeting:

- a) **MC/24/2169** Details pursuant to condition 6 (Arboricultural Method Statement) on planning permission MC/24/0279 for Construction of 25 dwellings with associated landscaping, parking, earthworks and new vehicular access from **View Road Land South Of View Road Cliffe Woods**. Details pursuant (Esquire 3) - no comments.
- b) **MC/24/2445** Construction of a single storey rear infill extension **1 Gattons Farm Cottages Cooling Street Cliffe ME3 7UA** – no issues.
- c) **MC/25/0006** Outline application with some matters reserved (appearance, landscaping, layout and scale) for demolition of existing building, the erection of up to 800 dwellings (use class C3), 2-Form Entry primary school, mixed use local centre (use class E and F2), retirement living (use class C2), associated works and public open space. Approval is

sought for the principal means of vehicular access from Lower Rochester Rd and Higham Rd – **Land off Lower Rochester Rd, Wainscott**, comments required by 5/2/25.

- 105.4 S106 funded improvements:
- a) Public Transport – Teams meetings have taken place with Medway Council and Arriva to discuss the S106 contribution of approximately £650,000 over 5 years earmarked for improvements to public transport in the area. Enhancements to the 133 bus service were proposed to include additional weekday peak time journeys plus additional evening services to Strood and an improved Saturday service. Final meeting to agree details to be arranged.
  - b) Sports Facilities, Cliffe Woods – It was proposed by Cllr J Wenban, seconded by Cllr R Letheren to suggest to Medway Council that the proposed funding be used for a multi-use games area (i.e. hard surface ball court) and, if any funds remain, to be used to refurbish the existing football facilities on the Recreation Ground, **all agreed**.  
**Action:** Clerk/PO to advise Medway Council.

106 **Report: Other Committees/Panel**

- 106.1 Footpaths and Common Land – Cllr Wyatt – nothing to report.
- 106.2 Personnel Panel – Cllrs Fenney/Walton/Wyatt – nothing to report.
- 106.3 Social and Digital Media – Cllr Bishop – nothing to report.

107 **Report: Other Bodies**

- 107.1 Cliffe and Cliffe Woods Community Trust – Cllrs Bishop/Fribbins/Kentell/Walton – it was reported that some requests for grants have been received. Cllr Fribbins further advised that due to the end of January cut off date to apply for the Kent & Medway Public Health Funds for Parish Councils we would be unable to register with KALC in time.
- 107.2 Cliffe Woods Community Association – Cllrs Fribbins/Walton – it was reported that four shows a year are now planned. Building works for the extension are continuing and a shed has been erected by the hall committee members.
- 107.3 Cliffe Memorial Hall – Cllr Darwell – no report.
- 107.4 Brett's Liaison - Cllrs Darwell/Fribbins/Kentell/Letheren/McDermid/Wenban – no report.
- 107.5 Rural Liaison Committee - Cllr Wyatt – no report.
- 107.6 Kent Association of Local Council (KALC) (Medway) – Cllrs Harper/McDermid – next meeting is 29/1/25.
- 107.7 Patient Participation Group (Cliffe/Cliffe Woods/Higham/Wainscott) —Cllrs Fenney/McDermid – no report.
- 107.8 Events – this item was dealt with earlier in the meeting as Cllr J Darwell had to leave. It was proposed by Cllr J Darwell and seconded by Cllr D Bishop to request use of the Cliffe Recreation Ground on both 9/5/25 (to set up) and 10/5/25 for a Victory in Europe community event, **all agreed**. It was noted that vehicles would not be driving across the sports pitches to ensure they were undamaged.

- 108 **Other Reports** – to be handed to the Clerk for the next meeting on 20/02/25 at the Emmanuel Centre, Cliffe Woods – none.

The meeting ended at 9.10 pm and the Chair thanked everyone for attending.

*Alex Jack, Clerk/PO, 17/01/2025*

Signed as a true record of proceedings:

Chair ..... Date .....

## Appendix 1

Nov-24		List of Receipts and Payments		
<b>F&amp;GP: 10th December 2024</b>				
	<b>Income</b>			
		<b>Receipts Received</b>		
NatWest	Bank Interest	£111.54		
Cliffe Crusaders	Yearly Pitch fees	£950.40		
Total Income		<b>£ 1,061.94</b>		
<b>Payee</b>	<b>Item Description</b>	<b>Payment amount</b>	<b>Type</b>	<b>Authority</b>
Vonage	Phone	£ 12.11	DC	Contractual
Ricky's Garden & Tree Care	Tree works at Memorial Hall	£ 725.00	BACS	Council
Viking	Stationery (Invoice amount £99.36 but £99.37 debited from bank)	£ 99.36	DC	Delegated
EDF	Electricity changing rooms	£ 211.51	DDR	Contractual
SLCC Enterprises	Locum Services - October	£ 1,262.52	BACS	Contractual
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - Oct
Salaries	October		BACS	F&GP - Oct
Toner Giant	Toner cartridges	£ 174.84	DC	Delegated
Structural Steel Consultancy Ltd	Barriers at Rec ground	£ 3,197.52	BACS	Council
Staffology	Payroll softway	£ 42.00	DC	Contractual
Total Expenditure		<b>£ 7,161.93</b>		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

## Appendix 1

Dec-24		List of Receipts and Payments		
F&GP: 7th January 2025				
<b>Income</b>				
		<b>Receipts Received</b>		
NatWest	Bank Interest	£116.45		
Hiscocks	Reimbursement of excess paid	£250.00		
Total Income		<b>£ 366.45</b>		
<b>Payee</b>	<b>Item Description</b>	<b>Payment amount</b>	<b>Type</b>	<b>Authority</b>
Vonage	Phone	£ 12.11	DC	Contractual
Safe Play	Annual Inspection Play Equipment	£ 462.00	BACS	Contractual
Mazars LLP	External Audit 23/24	£ 504.00	BACS	Contractual
EDF	Electricity changing rooms	£ 211.80	DDR	Contractual
SLCC Enterprises	Locum Services - November	£ 1,548.72	BACS	Contractual
Northstar IT	IT provision	£ 104.30	DC	Contractual
Nest Pensions	Pension provision		DD	F&GP - Jan
Salaries	November		BACS	F&GP - Jan4
Staffology	Payroll softway	£ 42.00	DC	Contractual
Total Expenditure		<b>£ 3,883.84</b>		
Council had the legal power to make all payments				
All payments were pre-authorised or made under delegation				

## **Appendix 2**



Cliffe and Cliffe Woods Parish Council

### **RISK MANAGEMENT POLICY**

Adopted: 16/1/25

Reviewed: Annually

#### **1. Objectives**

The aims and objectives of this policy are comprehensive beginning with the need to develop risk management beyond Health and Safety.

- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes;
- Manage risk in accordance with best practice

#### **2. Introduction – Risk Management Policy Statement**

The Parish Council recognises that in addition to its statutory duties, there are significant economic and ethical reasons to take all reasonable and practicable measures to safeguard the people that it works with, and provides services for, and to protect the natural and built environments for which it is responsible.

The policy document first establishes:

- What risk management is
- Why the Council needs a risk management policy
- The reasoning behind the risk management procedures of the Parish Council
- What the risk management process is
- Options for control of risks
- Risk monitoring
- Roles and responsibilities
- Future monitoring.

#### **3. What is Risk Management**

Risk Management is essential to good governance.

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled.

The Parish Council is more likely to achieve its objectives if it manages risk properly. It is critical to recognise that risk management applies to every aspect of the Council's work and is not just about Health and Safety. Risks can be classified into various types but it is important to

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recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, money may not be adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.

Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

The examples below are high profile but not exhaustive:

**a. Health and Safety Risk**

The Council will adhere to the requirements of the Health and Safety at Work Act 1974 and other relevant health and safety legislation and codes of practice.

**b. Strategic Risk**

The long term adverse impacts from poor decision making or poor implementation. Damage to the reputation of the Parish Council, loss of public confidence, and in a worst case scenario Government intervention.

**c. Compliance Risk**

The failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

**d. Financial Risk**

Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased council tax levels/impact on Parish Council reserves.

**e. Operating Risk**

Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

### **Why the Council needs a Risk Management Policy**

Risk management will strengthen the ability of the Parish Council to achieve its objectives and enhance the value of services provided.

Risk management will help to ensure that the Parish Council has an understanding of 'risk' and that the Parish Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

#### **4. Why Risk Management**

Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, the Parish Council is

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committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

The Council will seek to embed effective risk management into its culture, processes and structures to ensure that opportunities are maximised.

The Council will seek to encourage staff to identify, assess and manage risks.

### **5. What is the Risk Management Process**

Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

#### **a. Risk Identification**

Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decision are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

#### **b. Risk Analysis**

Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

#### **c. Risk Prioritisation**

An assessment should be undertaken of the impact and likelihood of risk occurring, with impact and likelihood being score low, medium or high. High scoring risks will be subject to detailed consideration and the preparation of an action plan to appropriately control the risk.

#### **d. Risk Control**

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

### **6. Option for control of Risks**

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- **Transfer** – where the financial impact is passed to others, for example, by revising contractual terms
- **Sharing** – by sharing the risk with another party or parties
- **Insuring** – insuring against some or all of the risk to mitigate financial impact

## **Appendix 2**

- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates a particular risk

### **7. Risk Monitoring**

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgments on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

How will it feed in the Council's existing policies?

Initial identification of risk will be by individual Councillors, the Clerk, members of the public, contractors or volunteers.

### **8. Roles and Responsibilities**

It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council.

The roles and responsibilities set out below are designed to ensure that risk is managed effectively across the Council and its operations and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the Parish Council.

#### Councillors

Risk management is seen as a key part of Councillors' role and there is an expectation that they will lead and monitor risk management.

This will include:

- Approval of the Risk Management Policy
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
- Consideration and if appropriate endorsement of a Statement of Internal Control
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

#### Clerk

The Clerk will act as the lead officer on risk management, overseeing the implementation of the detail of the Risk Register and will:

- Provide advice as to the legality of policy and service delivery choices
- Provide advice on the implications of potential service actions for the Parish Council's aims and objectives

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- Update Parish Council and service areas on the implications of new or revised legislation
- Advise on any health and safety implications of the chosen or proposed arrangements for service delivery

### **Responsible Financial Officer**

The RFO will

Assess and implement the Parish Council's insurance requirements

Assess the financial implications of policy options

Provide assistance and advice on budgetary planning and control

Ensure that the budget monitoring documents allow effective budgetary control and inform financial decisions made by the Parish Council.

### **9. Role of Internal Audit**

The independent Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant risks are being managed effectively.

Internal Audit assists the Parish Council in identifying both its financial and operational risks and seeks to assist the Parish Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report and any recommendations contained within it, will help shape the operation of the Parish Council.

The adoption of a sound risk management approach should achieve many benefits for the Parish Council. It will assist in demonstrating that the Parish Council is committed to continuous service improvement and demonstrating effective corporate governance.

### **10. Future Monitoring**

The progress of the policy will be measured on:

- Adjustments to the way in which services are delivered
- Greater satisfaction of Councillors, staff, volunteers, customers and visitors with the provisions made by the Parish Council.

### **11. Reviewing this Policy**

This policy will be reviewed annually alongside the Risk Register prior to financial year end. Recommendations for change will be reported to the Parish Council.

**Cliffe and Cliffe Woods Parish Council Financial Risk Assessment – reviewed annually March**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Key – High Risk / Medium Risk / Low Risk

High
Medium
Low

FINANCE				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Comment
Precept and budget	Adequacy of precept	Medium	To determine the precept amount required, F&GP Committee receive monthly budget updates and Council sets an annual budget prior to setting the precept.	At the budget meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the RFO. With this information the Council determines the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved. Upon receipt of the tax base figure from the District Council, the precept amount is calculated and advised to the District Council to be collected.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Comment
Banking	Inadequate checks, payments and bank mistakes	low	The Council has Financial Regulations which set out the requirements for banking and reconciliation of accounts. The RFO checks bank statements monthly	Procedure currently adequate
	Bank mandate not up to date	medium	Reviewed at the Annual Council Meeting	Additional signatories are required as not sufficient coverage
	Fraud and corruption	low	Two signatories required to authorise payments made by Parish Clerk	Internal control system now introduced to ensure payment approval prior to the transaction. RFO then certifies.
Financial Records	Inadequate records	low	The Council has Financial Regulations which sets out the requirements. Council employs a separate RFO to maintain proper financial records	Council uses Rialtas accounting software. Records are maintained for all transactions and financial regulations reviewed annually.
Council Reporting	Financial Irregularities	low	Council receives details of payments, receipts and bank reconciliations on a monthly basis. The F&GP Committee also received monthly budget to actuals reports.	Procedure currently adequate although the RFO will include confirmation of quarterly councillor checks which are being implemented.
Loss of RFO	Inability to process transactions	medium	Council will use a locum agency to provide a competent RFO whilst recruiting. Risk is medium because of additional cost involved.	Council are currently recruiting

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Comment
Annual Governance and Accountability Return	Inaccurate or incomplete	Low	The Annual Return is completed and submitted to the Internal Auditor for checking, completion of IA section. RFO training as required	Procedure currently adequate
	Submit within time limits	Low	Meeting held to approve the AGAR within the timescales as set out by the External Auditor.	Procedure currently adequate
Reserves	Inadequate reserves held to cover unforeseen expenditure	medium	Consider at budget setting. Review prior to year end in respect of any underspent budgets and moving to an earmarked reserve	Council to adopt a Reserves Policy and create additional EMR accounts
Auditing	Information communication	low	Internal Audit appointment, scope and effectiveness reviewed annually by Council. RFO communicates directly with Internal Auditor. External Auditor appointed nationally.	Best Practice is to change Internal Auditor at least every 3 years. Council to consider this for 2025/26 audit year.
Grants	Receipt of grant	Low	Parish Council does not presently receive any regular grants.	Procedure currently adequate
	Powers to Pay	Low	All such expenditure goes through the required Council application process and included in the minutes	Procedure currently adequate
	Proper use of funds	Low	Limited grants are agreed annually. Each grant is considered by Council and included in the minutes	Procedure currently adequate
	CIL / S106	Low	Clerk liaises with District Council when appropriate	Procedure currently adequate
VAT	Risk of financial loss & penalties if VAT is not reclaimed/charged	Low	VAT is claimed quarterly. VAT is charged appropriately by the Council	Ensure VAT is quoted on invoices Council produces

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Comment
Non-precepted Income	Sudden loss of income	Low	Minimal income received. Council reserves are a contingency for loss of income. Charges reviewed annually.	Existing procedure adequate.
Allotment Tenancies	Payment of rents	Low	Council has formal and legally binding agreements in place with all tenants. Rent reviews carried out annually.	Existing procedure adequate.

LIABILITY				
Legal Power	Illegal activity or payments	Low	All activity and payments made within the power of the Council and evidenced in the minutes.	Procedure reviewed and introduced by Locum RFO
Public Liability	Risk to third party, property or individuals	Medium	Insurance is in place. Safety inspections carried out on Playground, skate park and MUGA.	Tree survey to be introduced as not currently undertaken
Employer Liability	Non-compliance with employment law	Low	Advice sought when necessary from KALC, SLCC and ACAS	Procedure currently adequate

<b>STAFFING</b>				
<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Comment</b>
Loss of Clerk or RFO	Inability to process transactions and oversee governance. Additional expense of locum staff	Medium	Insufficient notice period to allow for transition. Locum Officer employed during transition period.	RFO/Assistant Clerk currently being sought
Salaries and associated costs	Salary paid incorrectly	Low	Council authorises remuneration. Payroll software used and implemented by RFO. Clerk makes the payments.	Procedure currently adequate
	Incorrect calculation of tax and NI. Risk of penalties if tax and NI not paid to HMRC within time limits.	Low	NI and tax calculated by Payroll software with direct submission to HMRC	Procedure currently adequate
	Incorrect calculation of pension contributions. Risk of penalties if pension contributions are not paid within correct time scale	Low	Pension calculated by Payroll software. RFO submits to pension company. Reminders sent to Clerk if issues arise.	Procedure currently adequate
Staffing Issues	Recruitment and retention of staff	Medium	Location of Council possibly prohibitive as RFO position is vacant.	Recruitment of trained staff can be a challenge
	Wellbeing of employees	Low	Good communication between staff and councillors at present. Budget made available for staff to have continuous professional development opportunities. Annual appraisal system in place.	Policies to introduce – Lone working, Dignity at Work, Grievance, Disciplinary, Bullying & Harassment.
	Health and Safety	Low	All employees to be provided adequate	Homeworking H&S assessment should be

			direction and safety equipment to undertake their roles and budgets made available for staff to undertake relevant training. Health and Safety policy in place.	undertaken
	Fraud by Staff	Low	Internal controls in place and requirements of fidelity guarantee insurance adhered to.	RFO has introduced further procedures to lessen the risk even further

MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Comment
Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances	Low	All computer files are held on a cloud system. Only C&CW staff can access the drive. In Clerk's absence emails are diverted to Chair of Council. Website with key information is outsourced for an external provider. Accounts package is outsourced to an external provider with cloud system.	Procedure currently adequate.  Formal Business Continuity policy should be adopted.
Access to Council Data	Council data accessible to non-council staff	Low	Passwords are in place to access computers, datafiles and finance systems. A Data Protection Policy has been adopted.	Procedure currently adequate.
Freedom of Information	Policy Provision	Low	Model Publication scheme is in place.	Policy requires updating
Best Value	Work awarded incorrectly	Low	Financial Regulations specify the procedures for procuring goods and services.	Procedure currently adequate
	Overspend in services	Low	If problems are encountered with a contract or service, the Clerk would investigate, check the relevant circumstances and report to Council	Procedure currently adequate
Legal Advice	Not following correct	Low	Advice sought via KALC/NALC or SLCC or	Procedure currently adequate

	legal procedures		solicitors used when necessary	
ASSETS				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Comment
Buildings	Loss or damage	Low	Regular reporting by management groups of the buildings is expected. Timely repair and maintenance as necessary. Insurance to be in place.	Procedure currently adequate.
Play areas	Damage and User Risk	Medium	Regular inspections including annual external assessment. Timely repair and replacement as necessary. Insurance in place	Procedure currently adequate.  Nature of area means a slightly higher risk to be aware of.
Land	Damage	Low	Regular inspections and insurance in place. Timely maintenance and repair as necessary.	Procedure currently adequate
MUGA	Damage and User Risk	Low	Regular inspections including annual external assessment. Timely repair and replacement as necessary. Insurance in place	Procedure currently adequate
Skatepark	Damage and User Risk	Medium	Regular inspections including annual external assessment. Timely repair and replacement as necessary. Insurance in place	Procedure currently adequate.  Nature of area means a slightly higher risk to be aware of.
Trees	Risk/Damage to third parties and public area safety	Medium	PLI Insurance in place. Works undertaken when reported to Council.	Tree survey required. Tree Management policy is recommended to be adopted.
Street Furniture	Loss and Risk/Damage	Low	Identified in the asset register and insurance is held at appropriate levels	Procedure currently adequate
Noticeboards	Risk/Damage to third parties and road side safety	Low	Regular inspection and insurance in place	Procedure currently adequate

Equipment	Loss or damage	Low	On asset register and insurance in place	Procedure currently adequate
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<b>COUNCIL MATTERS</b>				
<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Comment</b>
Minutes	Accurate and legal	Low	Reviewed and approved at following meeting	Procedure currently adequate
Governing Documents	Not regularly reviewed and updated	Medium	Ensure annual approval of certain Policies e.g. Financial Regulations, Standing Orders. Other policies reviewed periodically or when legislative changes require updates.	Outdated policies to be reviewed and updated
Council records (paper)	Theft, fire and damage	Medium	Records (historic and current) are stored in a locked storage facility at Mockbeggar Farm business park.	Records retention policy to be adopted.
Member Interests	Conflict of Interest	Low	Items are included on the agenda for Councillors to declare interests	Procedure currently adequate. New Councillors provided with Code of Conduct training
	Register of Interests	Low	Clerk to send out a reminder every May for Councillors to consider their Registers and update if required. This is a responsibility of Councillors and not the Council.	Item to be added to the Annual Council meeting agenda
Conduct of Meetings	Deviating from the agenda	Low	Business conducted at meetings should be managed by the Chair in line with Standing Orders and Member Code of Conduct	Procedure currently adequate. Chair training can be organised if necessary.
Election Costs	Unforeseen costs	Low	An earmarked reserve is held to provide funds for an election if this become necessary	Procedure currently adequate. Vacancies at present can be filled by co-option, no election being called.
Communication	Lack of good communication could mean poor decision	Low	Council publishes information to website and social media pages. Internal communication groups set up. Notice of	Council could introduce newsletter (digital as well as some hardcopy). Council could introduce Communications &

	making, low staff morale, misinformed residents		meetings published.	Engagement Policy. Formation of digital and social media communications sub committee
Partnership Working	Loss of reputation. Not providing community leadership	Low	Councillors are representative on various village and county groups. Regular communication exchanged. Council seeks to work with local stakeholders for the benefit of the local community whenever possible and practical	Procedure currently adequate
Digital Media (DM)	Unintentional misunderstandings. Loss of reputation. Potential litigation.	Low	Social media policy in place to prevent councillors from posting in a formal capacity. Management of website and social media pages restricted to named users only (Clerk, Chair and Chair of DM working group).	Procedure currently adequate but requires updating.

## Appendix 4

Cliffe & Cliffe Woods Budget 2025-2026				
	Actuals 2023/24	Budget 2024/25	Yr End Projected Actuals	Budget 2025/26
<b>Council</b>				
Bank Interest	£ 1,576.00	£ 800.00	£ 1,000.00	£ 1,000.00
Other Income	£ 12,472.00	£ -	£ -	£ -
	£ 14,048.00	£ 800.00	£ 1,000.00	£ 1,000.00
<b>Amenities</b>				
Allotment Rents	£ 5,382.00	£ 3,710.00	£ 3,710.00	£ 4,000.00
Football Pitch Rents	£ 1,320.00	£ 1,386.00	£ 1,386.00	£ 1,500.00
Funfair	£ 500.00	£ -	£ -	£ -
Car Park Cliffewoods	-£ 250.00			
	£ 6,952.00	£ 5,096.00	£ 5,096.00	£ 5,500.00
<b>Total Income</b>	<b>£ 21,000.00</b>	<b>£ 5,896.00</b>	<b>£ 6,096.00</b>	<b>£ 6,500.00</b>
<b>General Reserves 31/03/24</b>	£ 99,916.87			
<b>EMR Election expenses</b>	£ 5,299.99			
<b>EMR Rural Liaison Grant</b>	£ 11,497.92			
<b>EMR Youth Projects</b>	£ 4,162.00			
<b>Village Improvements</b>	£ 7,577.82			
<b>EMR Plat Jubilee</b>	£ 1,116.75			
	£ 129,571.35			
<b>Village Improvements - medium term</b>				
Solar lights allotments				
<b>Village Improvements - Long term</b>				
Allotment road				
Council Tax Base Figure for 2025/26		2093.70		
<b>Required 2025/26 Precept for Parish</b>		<b>£ 91,202.00</b>		
Band A (6/9 of Band D)		£ 29.04		
Band B (7/9 of Band D)		£ 33.88		
Band C (8/9 of Band D)		£ 38.72		
<b>Band D charge</b>		<b>£ 43.56</b>		
Band E (11/9 of Band D)		£ 53.24		
Band F (13/9 of Band D)		£ 62.92		
Band G (15/9 of Band D)		£ 72.60		
Band H (18/9 of Band D)		£ 87.12		
<b>PRECEPT</b>				
<b>2025/26</b>		<b>£ 91,202.00</b>		
...was 2024/25		£ 87,513.00		
<b>BAND D charge for Parish</b>				
<b>2025/26</b>		<b>£ 43.56</b>		
...was 2024/25		£ 43.60		
<b>% Change</b>		<b>-0.1%</b>		

## Appendix 4

<b>EXPENDITURE</b>	Actuals 2023/24	Budget 2024/25	Yr End Projected Actuals	Budget 2025/26
<b>Council</b>				
Travelling Expenses	£ 14.00	£ 100.00	£ -	£ 100.00
Telephone Expenses	£ 126.00	£ 800.00	£ 200.00	£ 500.00
Training	£ 437.00	£ 1,000.00	£ 250.00	£ 1,000.00
Staff Professional Fees	£ 325.00	£ 400.00	£ 221.00	£ 500.00
Chairman's Allowance	£ 44.00	£ 150.00	£ 150.00	£ 200.00
Insurance	£ 2,269.00	£ 2,610.00	£ 1,404.00	£ 1,500.00
Audit Fees	£ 435.00	£ 858.00	£ 800.00	£ 800.00
Stationery/Printing	£ 576.00	£ 660.00	£ 660.00	£ 700.00
Computer/IT expenses	£ 2,557.00	£ 3,250.00	£ 3,250.00	£ 3,500.00
Postage	£ 50.00	£ 120.00	£ 120.00	£ 150.00
Subscriptions	£ 1,359.00	£ 1,650.00	£ 1,568.00	£ 1,650.00
Storage	£ 600.00	£ 680.00	£ 680.00	£ 700.00
Salt bins & Salt	£ -	£ 100.00	£ 100.00	£ 100.00
Repairs & Maintenance	£ 5,050.00	£ 500.00	£ -	£ 500.00
CCTV	£ 1,417.00	£ 250.00	£ 250.00	£ 500.00
Noticeboards	£ -	£ 1,500.00	£ 1,500.00	£ 500.00
Other Expenses	£ 200.00	£ 130.00	£ 457.00	£ 500.00
	£ 15,459.00	£ 14,758.00	£ 11,610.00	£ 13,400.00
<b>Amenities</b>				
Allotments Expenditure	£ 300.00	£ 500.00	£ 500.00	£ 750.00
Allotments Repairs & Maintenance	£ -	£ 1,000.00	£ 600.00	£ 750.00
Play Park & Rec Ground	£ 3,513.00	£ 4,240.00	£ 1,500.00	£ 4,250.00
PP & Rec Repairs & Maintenance	£ 3,879.00	£ 12,000.00	£ 6,000.00	£ 5,000.00
Changing Rooms	£ 434.00	£ 1,200.00	£ 2,157.00	£ 1,250.00
Changing Rooms Repairs & Maint	£ 703.00	£ -	£ -	£ 500.00
Changing Rooms Utilities	£ 3,288.00	£ 4,725.00	£ 4,725.00	£ 5,000.00
Buttway	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
Defibs	£ 315.00	£ 250.00	£ 400.00	£ 500.00
Skate Park Maintenance	£ -	£ 1,200.00	£ 500.00	£ 1,000.00
Car Park Repairs & Maintenance	£ 775.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
Car Park Refurbishment	£ -	£ 10,000.00	£ 10,000.00	£ 7,500.00
	£ 13,207.00	£ 38,615.00	£ 29,882.00	£ 30,000.00
<b>Grants</b>				
Cliffe Woods Comm Centre Grant	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Cliff Memorial Hall Grant	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
St Helen's Churchyard Maint Grant	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Neighbourhood Plan Funding	£ 700.00	£ -	£ -	£ -
S.137	£ -	£ 2,500.00	£ 500.00	£ 2,500.00
Village Event donations				£ 3,000.00
Donations	£ 2,344.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
	£ 14,544.00	£ 15,500.00	£ 13,500.00	£ 18,500.00
<b>Administration</b>	£ 26,747.00	£ 24,736.00	£ 24,298.00	£ 26,824.00
<b>Medium Village Improvements</b>				£ 5,000.00
<b>Long Term Village Improvements</b>				£ 3,895.00
				£ 8,895.00
<b>Total Expenditure</b>	<b>£ 69,957.00</b>	<b>£ 93,609.00</b>	<b>£ 79,290.00</b>	<b>£ 97,619.00</b>