



Cliffe and Cliffe Woods Parish Council

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

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✉ clerk@cliffeandcliffewoods-pc.gov.uk

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

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 8th April 2025 at St Helen's House, Cliffe, ME3 7QP**

F&GP AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Interest:** Disclosable Pecuniary Interests under the Code of Conduct for Parish Councils.
A councillor declaring 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.
- 3 **Public Representation:** Members of the public can put questions and raise issues to the Committee in relation to business on the agenda. Maximum 10 minutes per person, total maximum adjournment of 30 minutes.
- 4 **Approval of Minutes of Meeting held on 11th March 2025**
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
To review financial reports provided to cover the prior months' transactions and reconciliation reports since the last meeting
 - b. **Payments for Approval**
To review payments yet to be made.
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment
 - d. **Other Financial Matters**
 - i) Receipts and Payments March 2025.
 - Advisory Matters for Council to consider**
 - i) Public events on Parish Council land
 - ii) Quotes received for Cliffe Woods car park solar lights barriers
 - iii) Insurance claim for strimmer/grass box for mower
 - e. **Council Policies for recommendation to Council to adopt:**
 - i) Updated Financial Regulations
 - ii) Pesticides Policy

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.

6 Personnel Matters
i) Staffing

All Councillors are welcome to attend, however only committee members may vote.

Alex Jack, Clerk/PO, 03/04/25

Agenda item 5a (Bank reconciliation)

Table with 2 columns: Account Name, Amount. Rows: Nat West Bank Balances as at 5th March 2025, Current Account £498.00, Reserve Account £75,434.23, Total £75,932.23

Cashbook

Cashbook reconciliation table with columns: Bank Statement Account Name (s), Statement Date, Page No, Balances, Unpresented Payments (Minus), Amount, Unpresented Receipts (Plus), Balance per Cash Book is :-, Difference is :-

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 05/03/2025 for Cashbook No 1 - Current/Reserve Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/01/2025	Error	818.90		818.90		R <input type="checkbox"/>	National Savings Account
01/01/2025	NS&I		818.90	818.90		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2025	DC	104.30		104.30		R <input type="checkbox"/>	Northstar IT
11/02/2025	BACS	676.00		676.00		R <input type="checkbox"/>	AARDVARK ELECTRONIC SECURITY
11/02/2025	BACS	84.00		84.00		R <input type="checkbox"/>	KALC
13/02/2025	DC	25.67		25.67		R <input type="checkbox"/>	AMAZON
14/02/2025	BACS	1,099.47		1,099.47		R <input type="checkbox"/>	Staff Payment
17/02/2025	DDR	99.00		99.00		R <input type="checkbox"/>	Nest Pensions
20/02/2025	BACS	12.00		12.00		R <input type="checkbox"/>	Iris Software Ltd
20/02/2025	BACS	600.00		600.00		R <input type="checkbox"/>	Local Loft
21/02/2025	DDR	242.88		242.88		R <input type="checkbox"/>	EDF Enenergy
28/02/2025	Bank Int		73.81	73.81		R <input type="checkbox"/>	Receipt(s) Banked
03/03/2025	BACS	287.86		287.86		R <input type="checkbox"/>	Hugofox Ltd
03/03/2025	DC	10.64		10.64		R <input type="checkbox"/>	Vonage
03/03/2025	Plot 5a		59.00	59.00		R <input type="checkbox"/>	Receipt(s) Banked
03/03/2025	7a		64.00	64.00		R <input type="checkbox"/>	Receipt(s) Banked
03/03/2025	33a		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2025	33b 34b		97.00	97.00		R <input type="checkbox"/>	Receipt(s) Banked
04/03/2025	1a 1b		106.00	106.00		R <input type="checkbox"/>	Receipt(s) Banked
05/03/2025	35ab 36ab		198.00	198.00		R <input type="checkbox"/>	Receipt(s) Banked
05/03/2025	27b		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
05/03/2025	11a		59.00	59.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>4,060.72</u>	<u>1,565.71</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate