



Cliffe and Cliffe Woods Parish Council

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

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

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

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 14th April 2026 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 10th March 2026**
5. **Finance and General Purposes**
 - a. **Month End Reports**
February 2026 Bank Reconciliations
 - b. **Payments for Approval**
To review payments that are outside the scope of delegation/contractual arrangements
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment
 - d. **Other Financial Matters**
To note under F&GP Committee Terms of Reference where no full Council meeting is scheduled, the F&GP Committee have delegated power to approve urgent payments within approved budgets.
 - i) Receipts and Payments March 2026
 - ii) Quotes for signage for Recreation Ground & Buttway, Cliffe
 - iii) Quotes for Skatepark repairs
 - iv) Grant funding requests:
CWCA Christmas Panto £1480
Cliffe Memorial Hall Summer Fair/Armed Forces Day £1500
 - v) Bleed Control kits x 2 purchased for defibrillators £85 + VAT each
 - vi) Annual fire alarm servicing in containers and changing rooms £81 + VAT
 - vii) Renewal of litter picking and groundworks contract with Norse
 - viii) Cliffe Memorial Hall tenancy
 - ix) City Fibre access request at the Buttway
 - x) External audit with Lionel Robbins 9/4
 - xi) Request for an Event on PC Land – Rounders Day for Cliffe Woods Colts 18/7 Cliffe Rec

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



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and Assistant Clerk Mrs Parveen Comparat

Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 10th March 2026**
at **7.30pm at St Helen's House, Cliffe, ME3 7QP**

F&GP MINUTES

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

Council Staff Present: Alex Jack, Clerk P/O and Parveen Comparat, Assistant Clerk

- 1 **Apologies for Absence**
Cllr Ken Kentell 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**
It was proposed by Cllr R Wyatt, seconded by Cllr H Johnson to accept the Minutes, **all agreed**.
Minutes were signed by the Chair.
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
January 2026 Bank Reconciliations were proposed by Cllr B Dibble, seconded by Cllr R Letheren, all agreed.
 - b. **Payments for Approval**
To review payments that are outside the scope of delegation/contractual arrangements None.
 - c. **PAYE Payments for Authorisation**
February payroll payments were proposed by Cllr B Dibble, seconded by Cllr R Letheren, all agreed
 - d. **Other Financial Matters**
 - i) **Receipts and Payments February 2026** - proposed by Cllr B Dibble, seconded by Cllr R Letheren, all agreed
 - ii) **Earmarked Reserve Movements** - proposed by Cllr B Dibble, seconded by Cllr J Wenban, all agreed
 - iii) **Signage Small car park entrance and Recreation Ground, Cliffe** – Cllr H Johnson made suggestions to use the current signage on the ball court but to enlarge the sign and put close to the barrier. Concerns were raised as to what the sign will say, what the area is permitted for and to name the prohibited activities such as dirtbike riding.
A suggestion was made to use the sign at the Cliffe Woods Rec as a template, Clerk to find out costing before next full Parish Council meeting.

**Bank Reconciliation Statement as at 05/03/2026
for Cashbook 1 - Current/Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 55081592	05/03/2026		300.00
Reserve Account 56850409	05/03/2026		22,387.78
			<u>22,687.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,687.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,687.78
		Balance per Cash Book is :-	22,687.78
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 05/03/2026 for Cashbook No 1 - Current/Reserve Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
06/02/2026	BACS	327.00		327.00		R <input type="checkbox"/>	Structural Steel Cons
06/02/2026	BACS	12.00		12.00		R <input type="checkbox"/>	Iris Software Ltd
06/02/2026	DDR	127.42		127.42		R <input type="checkbox"/>	Northstar IT
06/02/2026	Plot paymt		138.00	138.00		R <input type="checkbox"/>	Receipt(s) Banked
09/02/2026	Plot paymt		206.00	206.00		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2026	BACS	6,228.00		6,228.00		R <input type="checkbox"/>	AP Trees
10/02/2026	BACS	51.50		51.50		R <input type="checkbox"/>	DBS Services Online Ltd
10/02/2026	BACS	1,469.12		1,469.12		R <input type="checkbox"/>	C&G Installations
10/02/2026	BACS	10.00		10.00		R <input type="checkbox"/>	Allotment Tenant
10/02/2026	Plot paymt		110.00	110.00		R <input type="checkbox"/>	Receipt(s) Banked
11/02/2026	DC	24.70		24.70		R <input type="checkbox"/>	Sanven Corporation
12/02/2026	Plot paymt		110.00	110.00		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2026	BACS	1,898.92		1,898.92		R <input type="checkbox"/>	Staff Payment
13/02/2026	DC	84.00		84.00		R <input type="checkbox"/>	KALC
13/02/2026	DDR	124.27		124.27		R <input type="checkbox"/>	Nest Pensions
16/02/2026	Plot paymt		54.00	54.00		R <input type="checkbox"/>	Receipt(s) Banked
17/02/2026	DDR	53.99		53.99		R <input type="checkbox"/>	EDF Enenergy
23/02/2026	Plot paymt		168.00	168.00		R <input type="checkbox"/>	Receipt(s) Banked
23/02/2026	Error		289.00	289.00		R <input type="checkbox"/>	Receipt(s) Banked
24/02/2026	DC	138.60		138.60		R <input type="checkbox"/>	Medway Builders Merchants
25/02/2026	Plot paymt		94.00	94.00		R <input type="checkbox"/>	Receipt(s) Banked
27/02/2026	Plot paymt		66.00	66.00		R <input type="checkbox"/>	Receipt(s) Banked
27/02/2026	Interest		19.07	19.07		R <input type="checkbox"/>	Receipt(s) Banked
02/03/2026	DDR	10.25		10.25		R <input type="checkbox"/>	Vonage
05/03/2026	DDR	127.42		127.42		R <input type="checkbox"/>	Northstar IT
		<u>10,687.19</u>	<u>1,254.07</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 5 - CCLA PSDF**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA PSDF	28/02/2026		76,363.87
			<u>76,363.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,363.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,363.87
		Balance per Cash Book is :-	76,363.87
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 28/02/2026 for Cashbook No 5 - CCLA PSDF

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/02/2026	Inc reinv		245.48	245.48		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>245.48</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 4 - Unity Trust Instant/fixed term**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	28/02/2026		86,822.44
			<hr/> 86,822.44
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			86,822.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			86,822.44
		Balance per Cash Book is :-	86,822.44
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Payments for Approval

Meeting Date: 14th April 2026

Meeting Type: F&GP

Recommendation Pay if subscription wanted

Payment To	Payment Detail	Cost ex VAT	Budget	Power
1 KALC 2	Annual subscription incl. NALC	£1,865.96	<i>Subscriptions (4028)</i>	LGA 1972 s.111
Total		£1,865.96		

£1665.80 in 25/26

increase 12%

partly due to tax base increase

Agenda item 5c

SALARIES RE MARCH HOURS 2026		Gross	£ 2,034.68
Clerk/PO - hours	72.75		
Assistant Clerk - hours	30		
RFO - hours	15.75		
TOTAL MILEAGE	4010		£13.50
TOTAL HOME ALLOWANCES	4003		£112.00
SALARIES To pay April 2026	4000	NET	£1,736.61
HMRC Payment	Employer/ Employee DD	£473.74	
Nest Pensions	Employer/ Employee DD	£122.05	
MONTHLY COST TO COUNCIL		TOTAL	£2,332.40

List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
02/03/2026	Vonage	DDR	10.25	Contractual	Feb phone
05/03/2026	Northstar IT	DDR	127.42	Contractual	Monthly IT
12/03/2026	Allotment Tenant	BACS	10.00	Delegated - clerk	Return of key deposit
13/03/2026	AMAZON	BACS	21.93	Delegated - Clerk	Printer cartridges - expenses
13/03/2026	Staff Payment	BACS	1,759.08	F&G March	March Salaries (Feb hrs)
13/03/2026	Nest Pensions	DDR	120.28	Contractual	March (Feb hrs)
13/03/2026	Viking Office UK Ltd	DC	65.22	Delegated - clerk	Stationery
17/03/2026	EDF Engergy	DDR	58.80	Contractual	February electricity
17/03/2026	Turtle Engineering Ltd	DC	204.00	Delegated - clerk	Bleed Control kits
26/03/2026	Cliffe Bowls Club	BACS	300.00	Council March 2026	S137 Grant
26/03/2026	Allotment Tenant	BACS	8.00	Delegated - clerk	Petrol for mower
31/03/2026	Medway Norse Ltd	BACS	1,815.00	F&GP 12/11/24	Wet pour Nov 2024
31/03/2026	Structural Steel Cons	BACS	471.36	Delegated- clerk/chai	urgent car park repairs
31/03/2026	Northstar IT	DDR	1,080.00	Contractual	Bronze star support package
31/03/2026	Blakes Sec Systems	DC	84.22	Delegated - Clerk	Padlock and keys
Total Payments			<u>6,135.56</u>		

15:41

Current/Reserve Account

Cash Received between 01/03/2026 and 31/03/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
31/03/2026	NatWest	Interest	March interest	16.59
06/03/2026	Plot payment	Plot rent	Plot 11a	62.00
09/03/2026	Plot payment	Plot rent	Plot 27a	47.00
12/03/2026	Plot payment	Plot rent	Plot 9a	54.00
20/03/2026	Plot payment	Plot rents	Plots 28a, 3 a,b, 19b	221.00
21/03/2026	Plot payment	Plot rent	Plots 24 a,b 25a	157.00
24/03/2026	Plot payment	Plot paymt	Plot 33a	47.00
25/03/2026	Plot payment	Plot paymt	Plots 30b, 31a, 25b	139.08
27/03/2026	Plot payment	Plot paymt	Plots 32a, 4a,b,5b, 12a	296.00
30/03/2026	Plot payment	Plot paymt	Plots 23a, 10 a&b	181.00
31/03/2026	Plot payment	Plot paymt	Plots 17a,b, 7b, 8b, 11b, 12b	376.00
Total Receipts				1,596.67



Playground Services Ltd

Quote QT-30815

Date: 23/03/2026
Client: Cliffe and Cliffe Woods Parish Council
Prepared for: Alex Jack
Email Address: clerk@cliffeandcliffewoods-pc.gov.uk
Prepared by: Sonia Stewart

SITE	SITE ITEM	DESCRIPTION	REMEDIAL ACTION	RISK	UNIT PRICE	QUANTITY	SUBTOTAL
Cliffe Skate Park Church Street ME3 7PT	Surface	There is surface damage (client advised area is closed off)	Prepare and excavate the area. Supply and install a specialist hardened fibre concrete (1 x 1M2 & 1patch repair)		£945.00	1	£945.00
SITE TOTAL							£945.00
GRAND TOTAL							£945.00
* All prices are exclusive of VAT *							E&OE

CLIFFE AND CLIFFE WOODS PARISH COUNCIL GRANT APPLICATION FORM

Please read the Grant Awarding Policy & Terms before applying

A. Your organisation

Please give us the following information about your organisation, club or group:

Name of Organisation: CLIFFE WOODS COMMUNITY ASSOCIATION

Address: PARKSIDE

CLIFFE WOODS

Post Code: NE3 5HX

E-mail address:

Description of your organisation's activities.

Charity for maintenance + upkeep of
Community Centre for the benefit of Cliffe Woods
Residents

How many are in the group or organisation?

How long has your organisation been in existence? Since 8 June 2015

B. Contact Details

Name of contact: Di Harper

Position: Secretary + Trustee

Address for correspondence (if different from above):

18 Tennyson Avenue

Cliffe Woods

Rochester

Post Code: NE3 5JF Tel: 07747 845218

Email: disiel@icloud.com

C. Your Application

a) Brief description of project or scheme for which grant is intended

to book professional pantomime performance
for children of the village in December 2016

b) How many will benefit from the proposed project or scheme and how many of these are CLIFFE AND CLIFFE WOODS residents?

approx 160

c) Total cost of project or scheme: £ 1480 d) How much are you applying for? £ 1480

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
<u>Pantomime Costs</u>	<u>1480</u>
TOTAL	<u>1480</u>

d) Have you made any grant application to any other body for grant aid for this project? ~~Yes~~/No.

If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

.....

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any.

Yes - Professional Pantomime December 2025.
 £1480

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

This was an extremely successful event last year for the community. We have received many enquiries as to whether we will have another this year.

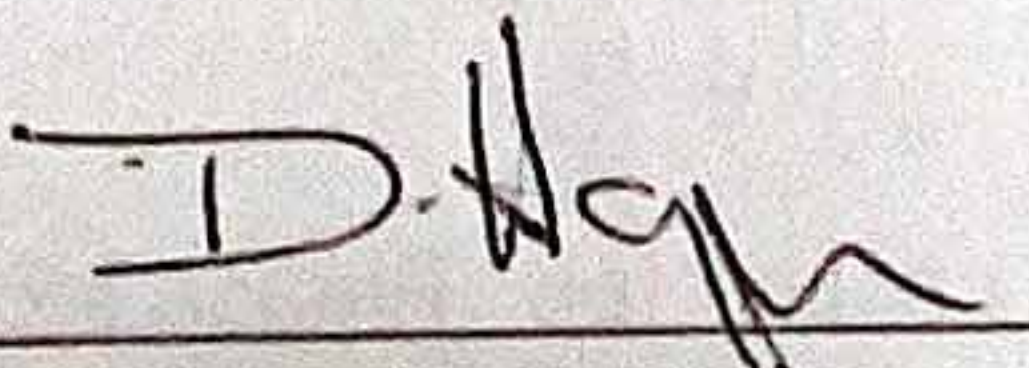
F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed with the Parish Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months

If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application.

I have read and noted the Parish Council rules relating to this application and agree to provide a report including photographs as appropriate for potential inclusion in Village Voices/Parish Website.

Signed 

Date: 20.3.26

Please return to
 Mrs Alex Jack, Clerk/PO, Cliffe and Cliffe Woods Parish Council,
 17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

If you have any queries, please contact the Parish Clerk on 01634 566166 or email clerk@cliffeandcliffewoods-pc.gov.uk

FOR OFFICE USE ONLY

Date received:.....

Grant awarded:.....

Amount:.....



Balance Sheet Report

For: 01 Apr 25 to 31 Mar 26

Created: 24 Mar 26

Cliffe Woods Community Association

Cliffe Woods Community Centre Parkside Cliffe Woods
Rochester Kent ME3 8HX

Phone: +447887610625 Email: chris@fribbins.cix.co.uk

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Description	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26
Fixtures & fittings (7001001)	164	164	164	164	3,812	19,384	19,384	19,503	19,524	23,706	23,706	23,706
Total Fixed assets	164	164	164	164	3,812	19,384	19,384	19,503	19,524	23,706	23,706	23,706
Fixtures & fittings acc dep (7002001)	(103)	(112)	(122)	(131)	(141)	(150)	(159)	(169)	(178)	(187)	(197)	(197)
Land & property acc dep (7002003)	(30,788)	(32,087)	(33,385)	(34,684)	(35,983)	(37,281)	(38,580)	(39,878)	(41,177)	(42,475)	(43,774)	(43,774)
Total Accumulated depreciation	(30,891)	(32,199)	(33,507)	(34,815)	(36,124)	(37,431)	(38,739)	(40,047)	(41,355)	(42,662)	(43,971)	(43,971)
HSBC Current (7502002)	7,686	4,775	3,531	1,788	19,841	21,886	25,146	26,829	23,888	19,813	20,200	21,137
HSBC SP (7502003)	167,485	144,210	120,284	113,181	83,600	66,043	65,321	65,320	65,320	65,320	65,254	65,254
Total Cash	175,171	148,985	123,815	114,969	103,441	87,929	90,467	92,149	89,208	85,133	85,454	86,391
Trade creditors (8501001)	5	5	5	5	5	5	5	5	5	5	5	5
Total Current liabilities	5	5	5	5	5	5	5	5	5	5	5	5
Net assets	144,449	116,955	90,478	80,323	71,135	69,887	71,117	71,611	67,383	66,182	65,194	66,131
Share capital (9001001)												
Dividends (9501001)												
Historic retained earnings	156,514	156,514	156,514	156,514	156,514	156,514	156,514	156,514	156,514	156,514	156,514	156,514
Cumulative profit/loss	(12,066)	(39,559)	(66,037)	(76,191)	(85,379)	(86,627)	(85,398)	(84,904)	(89,132)	(90,332)	(91,321)	(90,383)
Shareholders equity	144,449	116,955	90,478	80,323	71,135	69,887	71,117	71,611	67,383	66,182	65,194	66,131



Profit and loss

For: 01/04/2025 to 31/03/2026

Created: 24/03/2026

Cliffe Woods Community Association

Cliffe Woods Community Centre Parkside

Cliffe Woods Rochester Kent ME3 8HX

Phone: +447887610625 Email:

chris@fribbins.cix.co.uk

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Profit and loss

Account	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Total
Cliffe Woods Social Club Rent (1001004)	1,615	1,615	1,615	1,719	1,719	1,719	1,719	1,719	0	1,719	1,719	3,478	20,356
Hall Hire (1001005)	408	1,133	385	520	1,229	1,390	694	1,693	750	1,204	1,339	497	11,242
PARISH COUNCIL DONATION (1001007)	0	0	0	1,500	0	0	5,000	0	0	0	0	0	6,500
CLIFFE AND CLIFFE WOODS COMMUNITY TRUST GRANT (1001008)	0	0	0	0	0	0	2,000	0	0	0	0	0	2,000
NATIONAL LOTTERY GRANT (1001009)	0	0	0	0	8,000	0	0	0	0	0	0	0	8,000
Cleaning (1001010)	(40)	0	(251)	(283)	0	(80)	(391)	0	(330)	0	(147)	(204)	(1,727)
Total revenue	1,983	2,748	1,749	3,456	10,948	3,029	9,021	3,412	420	2,923	2,911	3,771	46,371
Fund Raising Quiz (1003001)	831	319	0	590	99	0	272	753	0	0	1,263	256	4,381
Fund Raising Event (1003002)	182	0	0	350	0	0	0	0	0	835	0	0	1,367
Fund Raising (1003006)	0	0	0	0	5	5	0	725	0	0	0	0	735
Total fund raising	1,012	319	0	940	104	5	272	1,478	0	835	1,263	256	6,483
Total income	2,995	3,067	1,749	4,396	11,052	3,034	9,293	4,890	420	3,758	4,173	4,027	52,854
Hire Deposits Refund (2001004)	0	0	0	0	0	5	0	0	0	0	(324)	0	(319)
Total cost of sales	0	0	0	0	0	5	0	0	0	0	(324)	0	(319)
Total gross profit	2,995	3,067	1,749	4,396	11,052	3,039	9,293	4,890	420	3,758	3,849	4,027	52,535
Salaries (4001001)	0	(2,034)	(1,130)	(904)	(904)	0	(2,034)	(904)	0	(1,130)	(904)	(904)	(10,848)

Account	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Total
PAYE (4001002)	0	(796)	(320)	(256)	(256)	0	(576)	(256)	0	(320)	(256)	(271)	(3,307)
Total salaries	0	(2,830)	(1,450)	(1,160)	(1,160)	0	(2,610)	(1,160)	0	(1,450)	(1,160)	(1,175)	(14,155)
Rent and rates (4002001)	0	(629)	0	0	0	0	0	0	0	0	0	0	(629)
Heat and lighting (4002002)	(1,664)	(1,333)	(1,169)	(1,116)	(1,228)	(1,175)	(1,274)	(1,432)	(1,550)	(1,566)	(1,394)	(1,453)	(16,353)
Insurance (4002003)	0	0	0	(2,570)	0	0	0	0	0	0	0	0	(2,570)
Water & Sewage (4002004)	0	(347)	0	0	(330)	0	0	(481)	0	0	(713)	0	(1,870)
Total rent and rates	(1,664)	(2,308)	(1,169)	(3,686)	(1,558)	(1,175)	(1,274)	(1,912)	(1,550)	(1,566)	(2,107)	(1,453)	(21,423)
Telephone (4003001)	0	0	0	0	0	0	0	0	0	0	(67)	(143)	(210)
Total communications	0	0	0	0	0	0	0	0	0	0	(67)	(143)	(210)
General admin (4004001)	0	0	0	0	(127)	0	0	0	(95)	0	0	0	(222)
Printing and stationery (4004003)	0	0	0	0	0	0	0	0	(110)	0	0	0	(110)
Computer Software (4004006)	0	0	(47)	(47)	(47)	(47)	0	(12)	(59)	(59)	(12)	(12)	(341)
Total general administration	0	0	(47)	(47)	(174)	(47)	0	(12)	(264)	(59)	(12)	(12)	(673)
Accounting fees (4007001)	0	0	0	0	0	0	0	0	0	(180)	0	0	(180)
Total professional fees	0	0	0	0	0	0	0	0	0	(180)	0	0	(180)
Entertainment Licence (4008003)	(81)	0	0	0	0	0	0	0	0	0	0	0	(81)
Total entertainment	(81)	0	0	0	0	0	0	0	0	0	0	0	(81)
Fixtures & fittings dep (4010001)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	(9)	0	(103)
Land & property dep (4010003)	(1,299)	(1,299)	(1,299)	(1,299)	(1,299)	(1,299)	(1,299)	(1,299)	(1,299)	(1,299)	(1,299)	0	(14,284)
Total depreciation	(1,308)	(1,308)	(1,308)	(1,308)	(1,308)	(1,308)	(1,308)	(1,308)	(1,308)	(1,308)	(1,308)	0	(14,387)
Repairs and maintenance (4060001)	0	0	0	0	0	0	(1,286)	0	(336)	0	(180)	0	(1,802)
Total repairs and maintenance	0	0	0	0	0	0	(1,286)	0	(336)	0	(180)	0	(1,802)
Bank charges (6001002)	(8)	(15)	(13)	(12)	(15)	(2)	(4)	(3)	(9)	0	(4)	(5)	(90)

Account	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Total
Total finance expense	(8)	(15)	(13)	(12)	(15)	(2)	(4)	(3)	(9)	0	(4)	(5)	(90)
Total expenses	(3,061)	(6,461)	(3,987)	(6,213)	(4,215)	(2,532)	(6,481)	(4,396)	(3,467)	(4,563)	(4,837)	(2,789)	(53,001)
Operating profit / loss	(66)	(3,394)	(2,237)	(1,817)	6,837	507	2,812	494	(3,047)	(805)	(988)	1,237	(466)
Hall Development (5002001)	(12,000)	(24,100)	(24,240)	(8,038)	(16,008)	(1,685)	(1,582)	0	0	0	0	0	(87,653)
Total hall development	(12,000)	(24,100)	(24,240)	(8,038)	(16,008)	(1,685)	(1,582)	0	0	0	0	0	(87,653)
Fund Raising Event (5003003)	0	0	0	(300)	(17)	(71)	0	0	(1,181)	(396)	0	(300)	(2,264)
Total events	0	0	0	(300)	(17)	(71)	0	0	(1,181)	(396)	0	(300)	(2,264)
Profit / Loss	(12,066)	(27,494)	(26,477)	(10,155)	(9,188)	(1,248)	1,230	494	(4,228)	(1,201)	(988)	937	(90,383)

CLIFFE AND CLIFFE WOODS PARISH COUNCIL GRANT APPLICATION FORM

21

Please read the Grant Awarding Policy & Terms before applying

A. Your organisation
Please give us the following information about your organisation, club or group:

Name of Organisation: CLIFFE EVENTS TEAM / CLIFFE MEMORIAL HALL
Address: CHURCH STREET
CLIFFE
Post Code: ME3 7PU

E-mail address: (c/o MARY HOOPER)
accounts.cliffememorial@hotmail.co.uk

Description of your organisation's activities:
CHARITY no. 302716 We provide hall hire for the local area.
Open to uniform groups, charities, church, Pre school and any
groups from local community as well as private functions.
Fund raising events put on by committee to fund pip keep of hall.

How many are in the group or organisation? 17 + Additional volunteers
How long has your organisation been in existence? 1970

B. Contact Details

Name of contact: JOAN DARNELL / ANITA KEEBLE / MARY HOOPER
Position: COMMITTEE MEMBERS
Address for correspondence (if different from above):
51 REED STREET CLIFFE

Post Code: ME3 7PL Tel: 07593537363
Email: accounts.cliffememorial@hotmail.com

C. Your Application

a) Brief description of project or scheme for which grant is intended THEME: ARMED FORCES DAY
FUNDING IS REQUESTED FOR AN ANNUAL FAIR, THIS YEAR 27 JUNE
FUNDING WILL GO TOWARD ACTIVITIES FOR THE LOCAL COMMUNITY
TO ENJOY, ALSO PRINTING OF FLYERS + ADVERTISING, FLAGS/BANNING

b) How many will benefit from the proposed project or scheme and how many of these are CLIFFE AND CLIFFE WOODS residents?
LOCAL CHARITIES, AND LOCAL GROUPS WILL BE ABLE
TO RAOO RAISE, IE. CLIFFE SCOUTS, CLIFFE IN BLOOM AND MORE

c) Total cost of project or scheme: £1,500 - PLUS d) How much are you applying for? £1,500 - -

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
FLYERS	150
ENTERTAINMENT	650
WOOD / SUNDRIES / FLAGS	350
FUEL £50 FIRST AID £300	50
TOTAL	300

£1500 +

d) Have you made any grant application to any other body for grant aid for this project? Yes/No.
If yes please give details: *N/A*

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

N/A

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any.

ANNUAL VILLAGE FAIR

GUY FAWKES EVENT

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet.

*THE EVENT IS PUT ON FOR THE WHOLE COMMUNITY TO
COME TOGETHER FOR AN AFTERNOON OF FUN + ENTERTAINMENT
FOR FRIENDS + FAMILIES TO ENJOY.
ALSO LOCAL GROUPS + CHARITIES CAN RAISE FUNDS + PROMOTE GROUPS.*

F. Your Financial Situation *APP*

All applications must be accompanied by the following financial information: If you do not supply this information your application will not be considered unless previously agreed with the Parish Council.

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months

If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application.

I have read and noted the Parish Council rules relating to this application and agree to provide a report including photographs as appropriate for potential inclusion in Village Voices/Parish Website.

Signed

J. Danwell

Date:

12 FEB 20

Please return to
Mrs Alex Jack, Clerk/PO, Cliffe and Cliffe Woods Parish Council,
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

If you have any queries, please contact the Parish Clerk on 01634 566166 or email clerk@cliffeandcliffewoods-pc.gov.uk

FOR OFFICE USE ONLY

Date received:

Grant awarded:

Amount:

Cliffe Memorial Hall and Cliffe Events
Team

5th April 2026

Dear Parish Council

Ref - Cliffe Family Funday and Armed Forces Day Saturday 27th June 2026

Thank you for your email relating to funding for the above Village Event and your request for year end accounts. At the present time Memorial accounts are currently with the Accountant for February 2026 year end and therefore have not to date been approved and signed off. Once the accounts are approved we will gladly forward a copy to you. However, we would like to point out that the Hall accounts do not represent Cliffe Events accounts but are held within the account only for the ease of banking. We can confirm the balance held for the Cliffe Events fund is just £209.08.

The Cliffe Events team are pleased to keep the Parish Council updated on the planning of this year's event to be held on June 27th incorporating a Family Funday and Armed Forces Day.

We are once again planning to hold a fun packed and busy day on the Village Recreation ground, and include the use of the Memorial Hall facilities (Friday to Sunday bookings have been blocked out to enable this) as the central base of this free event for all the parishioners of Cliffe and Cliffe Woods and surrounding villages.

We are always grateful for the Parish Council's support with village events. Both Cliffe and Cliffewoods parishioners have enjoyed and supported these community events to date.

The Cliffe events team, made up from members of the Memorial Hall, local clubs and Parish Council members encourage other local organisations to engage and also raise some financial income for their own benefit, as well as the Memorial Hall, from which the nucleus of the team are involved. Confirmed attendance on the programme to date includes, Scouts and Cubs, Brownies and Rainbows, Dance School, Cliffe in Bloom (the flower tubs), St Helens School, St Helens Church, Medway Metal Detectors, Medway Spinners, Skateboard displays and lessons and PAWS dog training. Also lots of craft stalls have been booked by local people. Once again it is fantastic how quickly people are eager to take part in the event and sign up.

We would like to assure you that as last year we will have strict marshalling on the day and no vehicles will drive over the pitch. This was done last year and the whole area was checked. All litter and rubbish will be removed and taken away by lead members of the Event Team.

We sincerely hope the agreed funding for this Village Event will be granted so we can hold the great local Community day that will once more assist all the local clubs and groups

involved with some financial gain for their own fund raising in these continued difficult financial times.

Kind Regards

Cliffe Events Team