



Cliffe and Cliffe Woods Parish Council

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

To Committee Members, you are summoned to attend the Finance & General Purposes Committee Meeting starting at **7:30pm** to be held on **Tuesday 6th May 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 8th April 2025**
- 5 **Finance and General Purposes**
 - a. **Month End Reports**
March 2025 Bank Reconciliation
 - b. **Payments for Approval**
To review payments yet to be made - List of regular payments for 2025/26 – In line with Financial Regulation 6.6, the schedule of regular payments in relation to continuing contracts or obligations is attached for authorisation
 - c. **PAYE Payments for Authorisation**
To review PAYE payments & authorise payment
 - d. **Other Financial Matters**
 - i) Bank Reconciliation checks by Cllr Fenney have been completed for January and February with no matters raised.
 - ii) Receipts and Payments April 2025.
 - iii) Following the resolution at Council to invest £85,000 in a FSCS protected institution, it is **RECOMMENDED** that either a 6 or 12 month fixed term deposit be set up at Unity Trust. This will require a servicing account to be opened as well, but a minimal balance can be kept in this account. The interest rate for the 6 month fixed term is currently 4% and for a 12 month fixed term is currently 4.1%. It is further **RECOMMENDED** that the signatories for the service account be decided upon.

- iv) Following the resolution at Council to invest residual balances above £125,000 in CCLA, the Committee are asked to decide upon signatories for the account. Transfers will be made to and from the account via the Council's existing Nat West Account. Two signatories would be required per transfer transaction. As this is only between the CCLA Public Sector Deposit Fund and the Nat West current account, the signatories could be the Clerks or a Clerk and a Councillor.
- v) Year End Financial review – a receipts and payments statement for 2024/25 is presented to the Committee ahead of the formal completion of the AGAR in June by Council. The statement shows the comparison with the budget and the year end financial position of Council.
- vi) Allotment rents for 2025/26 have been received.

e. **Advisory Matters for Council to consider**

- i) Quotes for rubbish bins on Cliffe Recreation Ground
- ii) Quote for Clife Woods car park solar lights installation
- iii) Quote for metal bench on Cliffe Recreation Ground

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 – report by Personnel Panel

- i) Assistant Clerk vacancy

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

Alex Jack, Clerk/PO, 30/4/2025