

Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Monday 17 July 2023 at 7.30pm.

Councillors present: D Hubbard (Chairman), B Hinder, C Sheppard, I Davies, V Davies, K Macklin and Cllr P Sullivan and Mrs D Baylis (Clerk).

1. **Apologies and non-Attendance**
Cllrs A Brindle and P Dengate sent apologies
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
3. **Minutes of the meetings of 22 May 2023**
The minutes of the meeting were agreed.
4. **Matters Arising from the Minutes**

Cllr I Davies asked about the Long-Term Investment Working Group. The Clerk had not had time to set up a first meeting but one would be set up as soon as possible.
- 4.1 **Any other matters arising from the minutes, but not on the agenda.**

As no members of the public were present the meeting was not adjourned.

5. **Financial Report**
 - 5.1 **Bank Reconciliations**
The Clerk reported the issues with some of the reconciliations following the setting up of the new accounts system. Cllr Hubbard had been into the office to see the issues first-hand and confirmed that there were no problems with the accounts just a few issues with what had been entered on to the accounts system for the hall and the bank statements that needed further investigation to ensure everything was correctly reconciled. There was also a slight issue with the reporting as Scribe reconciles all bank accounts together and as some of BPC's accounts only get reconciled once a year this was also causing issues. Scribe are looking into how we can reconcile each account separately. The Clerk was asked to have everything entered and up to date by the September meeting.
 - 5.2 **Bank Account Totals**
The report had been scanned from Scribe. Cllr I Davies requested the Clerk use the old system that deducted the Enabling Fund for Walderslade Woodlands of £660,000 giving a more accurate net total.
 - 5.3 **Financial Reports**
It was agreed that the reports with the new coding system were much clearer and easier to read.
6. **IT/Website/Telephone etc**
Report Noted.
It was proposed by Cllr Macklin, seconded by Cllr I Davies and all agreed that a budget of £500 be set for the purchase of a back-up laptop for the office.
7. **Policies and Procedures for Review**

There were none on this Agenda as all Personnel Policies were now the remit of the Personnel Committee. Cllr V Davies reported that Quest HR had been hired to review all the personnel policies, contracts etc to ensure all were legal and up to date. It was agreed that Cllr D Hubbard be added to the Committee.

8. **Matters for Information**

It was agreed that the Clerk look into the Cycle to Work Scheme and put a detailed proposal forward.

9. **Matters for Urgent Decision**

It was proposed by Cllr I Davies, seconded by Cllr Sheppard and all agreed that a direct debit be set up for the pension contribution payments.

10. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 8 September 2023.

11. **Date of Next Meeting**

Monday 18 September 2023.

Meeting closed at 8.20 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....