



# Boxley

## PARISH COUNCIL

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade,  
Chatham, Kent ME5 9RU.

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✉ [clerk@boxleyparishcouncil.org.uk](mailto:clerk@boxleyparishcouncil.org.uk)

**Clerk:** Daniela Baylis

**Assistant Clerk** Hall: Jane Denham

**Assistant Clerk Finance:** Lissi Watts

## A G E N D A

To All Members of the Council, Press and Public

**Members are hereby summoned, and notice is given that a meeting of the Parish Council will be held on Monday 5 June 2023 at 7.30pm at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU.**

**1. Apologies and absences**

To receive and accept apologies for absences

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.

**3. Minutes of the Parish Council Meeting 2 May 2023 - Decision**

To consider the minutes and if in order sign as a true record (pages 3-6) .

**4. Matters Arising From the Minutes**

**5. Crime Report and Police Issues**

Crime report. See report (pages 6-7).

**Adjournment to enable members of the public to address the meeting**

**6. Draft Minutes of Recent Committee Meetings**

The following have been previously circulated:

10.1 Environment Committee Meetings 2 and 15 May 2023.

10.2 Finance and General Purposes Committee 22 May 2023.

**7. Finance**

11.1 Scribe Accounts System (Page7)

11.2 Investment of Walderslade Woodlands Enabling Fund (Page 7-8)

**8. Policies and Procedures**

8.1 Environment Committee Terms of Reference (Page 9-10)

8.2 Finance and General Purposes Committee Terms of Reference (Page 10-11)

8.3 Estates Committee Terms of Reference (Page 12-14)

8.4 Personnel Committee Terms of Reference (Page 14-15)

**9. Monthly Website update**

**10. Reports from Councillors/Office**

Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.

**11. Reports from Borough and County Councillors**

Our Ward councillors are invited to report and discuss matters affecting the parish.

**12. Grant Applications – Decision**

16.1 Calvary Charismatic Church (Pages 15-17)

13. **Walderslade Woodlands Trust** (Page 18-19)

14. **Cluster Meetings**

15. **Matters for Decision**

16. **Correspondence**

To consider any received.

17. **Matters for Information**

To consider any received.

18. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 23 June 2023.

19. **Meetings**

Next Meeting Monday 3 July 2023.

Confidential Section

20. **Personnel matters**

20.1 Minutes from Personnel Committee Meetings held on 26 and 30 May 2023 (Page 19-20)

20.2 Recruitment of Administration Assistant (Page 20)

20.3 Time Clock for staff (Page 20)

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council.

Date: 30 May 2023

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.