

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.co.uk

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To all members of the Council, public and press

3rd January 2012

There will be a meeting of the **Finance Committee** on **Tuesday 10th January 2012** at Parish Office, Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

1. **Apologies and non attendance.**

To receive apologies from members unable to attend.

2. **Declaration of Interest or Lobbying.**

Members are required to declare any interests or lobbying on items in this agenda.

3. **Minutes of the meeting of 15th November 2011.**

To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).

4. **Matters Arising.**

4.1 Minute 2355/5.1 Accounting software. Members to receive an introduction to the system.

4.2 Minute 2355/5.2 Bad Debt see report (page 2). Minute 2356/11.2 Independent Internal Auditor. Mr Funnell has agreed to continue for the financial year 2012/13.

To adjourn to enable members of the public to address the meeting.

5. **Financial report.**

5.1 Income/Expenditure report of 3rd January 2012 (page 3 - 5).

5.2 Reconciliation of accounts report of 3rd January 2012 (page 6). Reconciliation will take place at the meeting.

Query from 14th November meeting why was Code 29 PCSO so high in November? The report included a payment (not marked as such) from 2010/11 year.

5.3 Clydesdale Bank 3 month investment bond expires 21st February 2012. Do members wish to change this investment?

5.4 Members are notified that the next Independent Internal Audit is booked for 9th February 2012.

6. **2012/2013 budget.**

To consider the budget and agree a recommendation to the Parish Council on the adoption of the budget and also the precept to be set, details enclosed for members. A resolution along the lines of "**The budget is recommended to the Parish Council and that a precept of £81,916 be set**" will be considered.

7. **Setting up on line statement access with HSBC.**

To consider the report/request (page 2).

8. **Outstanding Time off in Lieu.**

Up to date details will be supplied at the meeting.

9. **Policy and procedures reviews and adoption.**

9.1 Review of Policy and Procedures timetable for reviews see report (page 7).

9.2 Committee review of Financial Regulations (to give notice to March Parish Council) see report (page 8 - 13).

9.3 Review of banking arrangements see report (page 13).

10. **Pensions.**

To receive a briefing report (page 13 - 14) in the change to the law and the effect that this will have on the Parish Council.

11. **Website and Facebook.**

To receive an update and to consider a request, see report (page 14 - 15).

12. **Grant Request.**

To consider any applications.

13. **2012/13 budget.**

A budget for some 'gifts' to be given out by the Council has been made and members have asked for some ideas on what could be purchased for £300. Types of gifts and costs that could be purchased will be given at the meeting.

14. **Matters for Information.**

To consider any relevant information.

15. **Date of Next Meeting.**

Tuesday 13th March 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Clerk to the Council.

Issues to be returned to agenda as they develop. None.

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Item 4.2 Bad debt. *Purpose of report; information.*

The debtor has agreed to pay the debt off in installments with a payment reaching the council on or around the 23rd of each month. Failure to pay within 4 days of this date will result in the parish office notifying the court and the warrant being reissued (at no cost to this council). At the time of releasing this agenda a payment had been made directly into the Parish Council account (a cheque had been expected) and confirmation of the payee is awaited from the bank. A further update will be given at the meeting.

Item 7 Setting up on line statement with HSBC. *Purpose of report; to consider the information and request.*

Members have previously agreed that the Asst Clerk could be set up as a third party mandate to the account to allow for her to assess the system to check that BACS payments have been received. This has now not proved possible with HSBC however the local branch has suggested that internet banking could be set up to allow on-line access to statements but the site will be set up so as not to allow any movement of funds by the viewer. Would members be happy with this set up?

Item 9.1. Finance Committee – Review of policies and procedures review timetable 2012 – 2013. *Purpose of report; to consider the document and, if required, adjust the timing of reviews.*

The purpose of this document is to ensure that the parish council and its office meets its duties and manages its risk effectively and efficiently. It is a rough timescale and will be subject to change as needed. The annual review of this document reminds members and the public of the existence of the policies and procedures and also allows for members to make amendments.

** review as required either due to need or change in guidance/law. Clerk/Asst Clerk will notify the Committee on need when item appears on agenda.

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| January | Review of this document to allow adjustments.
Committee review of Financial Regulations (to give notice to March Parish Council)
Review of banking arrangements. |
| March | Investments.
Insurance – annually and every 2-3 years report on whether service could be provided by another company.
Review fidelity amount to maximum holding.
Terms of Reference (to go to April PC mtg) – any amendments wanted by Committee. |

(Office work note arrange for agenda a review of earmarked reserves situation)

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| May | Health and Safety Policy **
Training and Statement of Intent.
Petty Cash **
Payment of bills by Direct Debit and Standing Orders. **
Review Reserves Policy due to concurrent functions issue. |
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- (Office work note submit the final Summary of Receipts and Payments include +/- 10% explanation for members)*

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| July | Risk Assessment – annually and **
Review 9 month Barclay Bond investment expires 26.08.11.
Review 12 month A&L bond investment expires 14.10.11
Review audit controls for end of year.
Review 12 month Coop bond expires 05/09/12 |
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| September | Grievance Procedure **
Disciplinary Procedure **
Grounds maintenance contract – expires 31.03.12. July 2012 review contract and arrange arrangements for tender invitations (Estates Committee actually processes the tenders).
Grant for War Memorial Wreath
Annual competency review (health check)
Review Value for Money – Downs Mail |
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| November | Grants policy & procedure.
Reserves policy.
Review Independent Internal Auditor 2013
Annual review of H&S/accident book. |
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- (Office work note arrange for agenda item to review the projects being considered by committees.)*

Item 9.2. Committee review of Financial Regulations (to give notice to March Parish Council). *Purpose of report; to consider the document to give, if considered necessary a recommendation to the Parish Council on changes that the Committee consider need to be made.*

Financial Regulations

The Parish Council is legally responsible for ensuring that its Financial Management is adequate and effective and that the Council has a sound system of Financial Control, including arrangements for the management of risk and for the prevention and detection of fraud and corruption.

These Financial Regulations demonstrate how the Parish Council meets these responsibilities and may only be amended or varied by a resolution of the Council after a recommendation from the Finance Committee.

Standing Orders 30 (b) & (c) detail the legal requirements and tender process for contracts with an estimated value in excess of £60,000.

Standing Order 30 (e) details the legal requirements where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time)

The position of Responsible Financial Officer (RFO) is a statutory office. The RFO is appointed by the Parish Council and is responsible for administering the Council's financial affairs in accordance with proper practices. The RFO determines, on behalf of the Council, its accounting records, and accounting control systems. The RFO ensures that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.

1. Best Value

1.1 The Parish Council shall adopt the principles of demonstrable Best Value in all of its financial dealings and associated matters.

2. Communications

2.1 All financial and budgetary matters, including those leading to the setting of the Precept, shall be fully available to all parishioners and promoted via the Parish Council Agendas and Minutes, notice boards and the Parish Council's website. The allocation of budgets and their purpose shall be promoted in a similar way once the Precept has been approved

3. Principles of Expenditure and Authority to Commit.

3.1 No project shall be submitted for approval to the Parish Council unless it has a Parish Council owner and unless it can be demonstrated to be of Best Value to the parish and has adequate supporting capital and revenue information. The only exceptions to this rule shall be proposals for feasibility studies.

3.2 The Parish Council shall only commit annual expenditure up to the value of the Precept, received grants and other income including reserves. Monies taken from the reserves shall be clearly identified.

3.3 Once agreed - all expenditure shall be authorised by an order signed by the Clerk, who shall specify the goods or service to be supplied and their agreed value. No expenditure will be authorised for payment unless provided for within these Financial Instructions or which is a previously agreed Standing Order or Direct Debit.

Note. Outside of the powers delegated to the Clerk, expenditure is authorised by the Parish Council and committees. Agreed budgets also indicate what expenditure has been agreed/planned.

3.4 (a) The Parish Council and committees shall be permitted to commit up to the approved sum on all schemes within their budgets.

(b) The Finance Committee may authorise the transfer of monies between the contingency budget and other budget after considering recommendations from the relevant committees.

(c) Committees can vire monies between its own committee budgets subject to a ceiling of a thousand pounds per project. Amounts in excess of this will require endorsement by the Finance Committee. These will be noted and the accounting system will be adjusted to reflect those changes

(d) The Finance Committee will monitor progress on projects and seek confirmation that the budget 'envelope' created is to the size established at the project authorisation stage.

3.5 Payments due by Standing Order or Direct Debit are authorised by the relevant committee and a list of all such payments must be included on the cheque payment lists. A complete list of all approved Standing Orders or Direct Debits will accompany invoices for payment.

3.6 For clarity, the following procedural steps shall be followed for all projects requiring expenditure: -

a) Identification of project to the Parish Council or relevant committee. It is expected that this will be done at the budget setting stage.

b) Approval or rejection by Council/committee after discussion.

c) Priority rating allocated by Council/committee.

d) Tender specification¹ drawn up and approved by Council or relevant committee.

e) Management of successful tenders/work agreed²

f) Tenders / quotations invited by clerk to meet with specification approved by appropriate committee or Parish Council chairman.

g) Opening of Tenders / Quotations.

h) Evaluation by project owner and parish office for submission to appropriate committee.

i) Approval / rejection by Committee or Parish Council.

j) Order raised by Clerk.

k) Work in progress shall be monitored².

l) Signing off confirming work done/goods delivered by Clerk/committee chairman.

m) Payment of invoice, including the stage payment where appropriate.

3.7 Where the Parish Council donates money to, or financially supports another organisation or group, it is a condition of such financial support that a copy of the organisation's approved accounts shall be made available. Village Hall organisations will be encouraged to apply for other sources of funding. [See relevant grant policies].

3.8 Any resolution, which is not the result of a recommendation of the Finance Committee, and which, if agreed, would, in the opinion of the Chairman, substantially increase the expenditure or reduce the revenue of the Council or committee, shall be referred to the next ordinary meeting of the Council for discussion.

4. Banking and Investments.

4.1 The Parish Council shall operate bank account(s) as appropriate and banking arrangements shall be approved by resolution of the Parish Council. The Parish Council shall review the banking arrangements as and when required but at least annually. Banking arrangements shall only be changed by resolution of the Parish Council. The Bank will issue statements to the Clerk at least monthly for current accounts and as appropriate for other accounts. Reports on investments will be made to every Finance Committee or, if deadlines are pending, Parish Council meetings.

4.2 All parish councillors can be authorised signatories. Each cheque or Direct Debit/Standing Order authorisation shall bear 2 authorised signatures. The Clerk, as the Parish Council's Proper Financial Officer, shall not be an authorised signatory.

¹ Specifications should include when available relevant dates (commencement of work/services, finish date, frequency of any maintenance etc.), standards set/required, relevant maps or descriptions of locations, glossaries, payment terms, any identified penalties etc.

² Issues to be considered identification of project manager, identification of what checks will be undertaken to ensure any standards are met/work is completed, will there need to be any reviews on costs/prices etc.

4.3 Cash in excess of £200 received by the parish council shall be banked within two working days.

4.4 Cheques will be banked within 5 working days of receipt.

5. Payment of Creditors.

5.1 All cheque payments will be authorised in accordance with 4.2 above. Payments will only be made against invoices properly directed to the Clerk, Beechen Hall or Boxley Parish Council.

5.2 The Clerk can authorise procurement of goods or services and agree expenditure up to £1,000 after consultation with the Chairman of the relevant Committee.

5.3 The Clerk shall have discretion to order goods and sundries and authorise the execution of minor works up to £500 necessary for the day-to-day performance of the Council's business.

5.4 Petty cash of £150 will be held in the parish office. A monthly account of expenditure is to be submitted to restore the amount to £150. As there are no local cashing facilities the cheque to replenish the petty cash shall be paid to the Clerk who would then draw out cash for the parish office.

5.5 At every meeting invoices will accompany cheques for payment and 2 parish councillors shall check these against the cheques being presented for signature.

6. Annual and Interim Accounts

6.1 Accounts will be prepared annually for the year ending 31st March, and then as soon as practical, presented to a full meeting of the Parish Council. A financial report shall be submitted to the Parish Council or Finance Committee on variances over 15% against the budget, concurrent function expenditure and on the overall position of the Parish Council finances.

6.2 The Parish Council finances will be subject to two independent internal audits by a person who is both competent and can act independently from influence by the council. A report will be submitted to the Finance Committee and the Financial Scrutiny Committee after each inspection. The appointment of the independent internal auditor will be reviewed annually by the Finance Committee.

6.3 The Parish Council will make an annual return as required by the Audit Commission.

6.4 Two audits will be undertaken by parish councillors. A report will be submitted to the Finance Committee and the Financial Scrutiny Committee after each inspection.

6.5 The Chairman or a parish councillor should undertake a minimum standards check every 4 months. This check will include checking the petty cash amount held at the office, bank statements and that regular banking of amounts paid to the parish council are taking place. Members will be asked to sign a minimum standards form to indicate that this has happened.

6.6 The Financial Scrutiny Committee will be responsible for producing the annual review of the internal audit and the statement of internal control as required by the Audit Commission.

7. Principles of the Precept

7.1 The Precept shall be used to raise the money necessary for the maintenance and repair of assets, buildings and land that are the responsibility of the Parish Council. As well as specific projects which the Parish Council may decide are for the benefit and in the interests of the community.

8. Preparation of Budgets and Setting of the Precept

8.1 Committees will be responsible for setting their individual budgets.

8.2 The timing of preparation of budgets will be such as to lead to a draft budget being prepared by the Clerk and submitted to parish councillors in October. Committees will debate and agree a recommended budget and supporting projects and programmes for submission to the Finance Committee meeting in January. The Finance Committee will consider the budgets and make recommendations to the January Parish Council meeting. The Parish Council shall then agree a budget and set a Precept.

8.3 All discussions on budgets and preparation of submissions should be based upon the principles of Zero Based Budgeting.

8.4 All proposed expenditure will show the legislation under which the Parish Council is empowered to make payment.

9. Financial Carry-over Limits

9.1 Schemes or projects which were approved but which are not contractually committed during a financial year shall be treated as new projects and subject to re-submission and re-evaluation for subsequent year(s).

10. Tenders Quotations and Estimates

10.1 A Quotation is defined as a fixed price for which specified work will be carried out, or goods supplied. Where possible the Parish Council will seek quotations.

10.2 An Estimate is defined as a sum of money, which specified work, or supply of goods may cost. It is not a fixed price. Estimates should not normally be sought.

10.3 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £15,000 shall be procured on the basis of a formal tender as summarised below.

(a) The method of selection of or persons to be contacted shall be decided by members or the Responsible Financial Officer from any of the following sources:

- any local authority 'fair trading' list,
- by recommendation; or by
- an advertisement in a local newspaper of the intention of the Council to invite tenders.

(b) The procurement of goods, materials, services and the execution of works exceeding £10,000 shall not be entered into without a minimum of five contractors being invited to submit tenders.

(c) The procurement of goods, materials, services and the execution of works over £5,000 and not exceeding £10,000 shall not be entered into without three written quotations being obtained.

(d) The procurement of goods, materials, services and the execution of works between £1,000 and £5,000 shall be entered into, at the Councils' or committees' discretion after consideration of estimates invited from contractors.

(e) The Clerk can authorise the procurement of goods, materials, services and the execution of works up to £1,000 after consultation with the Chairman of the relevant Committee.

(f) Where the circumstances make it inappropriate to invite such a number of quotations (paragraphs (b) and (c) above) a lesser number of contractors, as decided by the Council, may be invited.

(g) Where the work or the supply of goods or materials is of such a nature as to render competitive tendering or the obtaining of a quotation impractical, the council may decide to select a single firm with or without a quotation for the purpose.

(h) Tenders shall be opened in the presence of a Parish Councillor who is not a member of the committee considering the tender. A note signed by the opener will record the

name of the company and the tender price. An alphabetical list of firms is to be included in the briefing document submitted to the committee choosing the successful tender.

- (i) If, despite attempts, no tenders are received or all tenders are identical the council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- (j) All tenders and quotations for goods, materials or for the execution of works shall as far as practicable be based on a specification and unless the specification sent to companies invites submission of other ideas/recommendations no tender shall be accepted which deviates from that specification.

10.4 In view of point 1.1 in these regulations neither the Parish Council or any committee is bound to accept the lowest tender, estimate or quote.

10.5³ If a person applying to the Council for work is to his/her knowledge related to or has business links to any member or employee of the Council, then this link/relationship must be notified in writing to the Clerk. Failure to do so will result in an application being rejected and, if already appointed, could result in dismissal without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure.

10.6³ Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment shall disqualify the applicant for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this regulation to every candidate.

11. Payment of salaries.

11.1 The Council shall pay all salaries in accordance with payroll records and the rules of PAYE and National Insurance operating at the time. Salaries shall be as approved by a resolution of the council.

11.2 Payment will be made by cheque before the 20th of each month

12 Assets

12.1 The Clerk shall maintain an Asset Register, which shall be reviewed annually and re-valued as necessary.

12.2 The Asset Register will be used as a basis for the annual insurance renewal.

13. Responsibility for Observance

13.1 Responsibility for advice to the Parish Council and observance of financial controls rests with the Clerk as the Proper Officer and Responsible Financial Officer.

14. Review of Financial Regulations.

14.1 The Financial Regulations of the Council shall be subject to annual review.

³ Members may wish (for clarity) to have a separate section on these 2 sections as follows

11. Canvassing and Disclosures

11.1 If a person applying or tendering to the Council for work is to his/her knowledge related to, by marriage or otherwise, or has business links to any member or employee of the Council, then this link/relationship must be notified in writing to the Clerk. Failure to do could result in an application being rejected and, if already appointed, could result in termination without notice. The Clerk shall report to the Council or appropriate committee any such disclosure.

11.2 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment shall disqualify the applicant for such appointment. The Clerk shall make known the purpose of this and the preceding sub-paragraphs of these regulations to every candidate.

15 Risk Management

15.1 The Estates Committee will undertake Risk Management Assessments for Beechen Hall.

15.2 The Finance Committee shall annually review the Risk Management Assessment. This will include risks relating to financial issues including investments, security of cheque books and cheque signing mandates.

15.3 The Finance Committee shall annually review the insurance of the liabilities and commitments of the Parish Council.

16 Beechen Hall

16.1 The Estates Committee shall be responsible for an annual review of the hire fees for Beechen Hall.

Item 9.3 Review of banking arrangements. . *Purpose of item; information and to consider any changes members wish to make.*

The Parish Council holds 2 bank accounts;

- General account held at the Cooperative Bank for Parish Council payments. As the Council income is mainly by BACs the lack of a local bank is not a problem. Cheques from the burial ground are paid into the post office under an agreement. Interest is paid on the income and no bank charges are made. The Coop account could easily be changed to an electronic account if the legislation changes to allow this and members approve such a move.
- Hall account held at HSBC as it allows all the cheques and cash to be banked locally. There is no interest paid on the account and the Council does not exceed the level of cheques where charges would be made. The HSBC account could be changed to an electronic account if the legislation changes to allow this and members approve such a move. However it is likely that HSBC would attempt to place the Council onto a newer type account as the current one is obsolete and this might mean charges. Recently some hall hire payments have been made by BACS and this is working well.

Clerk/Responsible Financial Officer's view. It is considered that the banking system currently operated by the Council works well and should not be changed.

Item 10 Pension. *Purpose of item; information.*

National Employment Savings Trust (NEST)

The Government is to implement reforms in the Pensions Act 2011 to encourage greater private pension saving. Plans have been announced for all eligible employees to be enrolled in a pension scheme, and the changes will apply to town, parish and community Councils.

The new NEST scheme (National Employment Savings Trust) will be available to any employer who chooses to use it for eligible employees.

Proposed eligibility criteria are employees who are not already in a workplace pension scheme, are at least 22 years old, have not yet reached State Pension age, and earn more than the basic rate taxation threshold (currently £7,475 a year). Contributions will gradually increase until the employee will be contributing 5% of salary and the employer 3% of salary – the employer contribution in particular is significantly lower than in the LGPS, and therefore retirement benefits are likely to be commensurately lower.

Significantly for the sector, the Government is also planning to abolish the regulations that currently permit Councils to arrange retirement gratuities, although they have indicated that existing contractual arrangements will be honoured.

NALC provides Legal Topic Notes on various issues and the pension LTN has been updated (Dec 2011) to deal with the changes and this currently reads:

“Can local councils provide a NEST pension?”

1. The Department for Communities and Local Government’s view is that the duty automatically to enrol employees may apply to councils and that separate regulations are not needed for councils to comply with the duty. On this basis, the introduction of NEST will allow councils to provide a more affordable pension scheme than LGPS.
2. For more information see: Automatic Enrolment and Workplace Pension Reform – the facts: Department of Work and Pensions: February 2011 – <http://www.dwp.gov.uk/docs/auto-enrol-and-wpr-the-facts.pdf> Clerk’s comment – *this link is not recognised when tried.*
3. We will update this LTN when we have further information on the 2008 Act and how the coalition Government’s proposed abolition of the 1996 regulations will impact on local councils.”

Clerk’s comment – This introduction to pension provision is being phased in with effect from Oct 2012 with the largest employers (120,000 + staff) being dealt with first. It is therefore likely that Parish Councils will not be invited’ to participate until 2015/16 or 2016/17. Should the Government fast track enrolment the Council has an earmarked gratuity fund and this or the contingency fund could be used to cover any payments that are suddenly required.

The qualifying earning threshold to participate is currently £7,475 per annum thus only the Clerk and Asst Clerk will qualify. A minimum contribution of 8% of salary will be the minimum contribution to the pension and at least 3% must be from the employer. Based on 2011/12 salaries 3% would equate to an addition cost to the Council of £1412 per annum.

Item 11 Website and facebook. *Purpose of report; to consider the information and request.*

Website. The working group has investigated 3 companies and after consideration is recommending using Parishcouncil.net. A reference was taken up with a Parish Council who highly rate this company and even went as far to say it was the best value for money they had spent.

Parishcouncil.net is the largest supplier of bespoke websites to Town and Parish Councils. It has over 250 Parish Councils on its books and 7 years’ experience within this market sector.

The set up costs for the site would be £500 (development cost) with an annual hosting fee of £300 (included in the 2012/13 budget). The Assistant Clerk confirms that the flexibility that is wanted for the website can be accommodated by this company. The development cost will ensure that the parish office will not be bogged down by hours of copying across current pages and many files such as minutes etc. will become pdf files and was approved at the last Finance Committee meeting. More details will be provided to the working group once the development brief has been received. The website should be up and running before the end of March 2012.

Facebook. Members had previously considered Facebook but expressed concerns about its use. Since the November meeting the parish office has looked into this and undertaken further consideration.

There are quite a few Parish Councils that use Facebook (Chedworth PC, Bearsted PC, Knebworth PC, Kingsnorth PC). It appears that only Youth Parish Council’s actually use the pages for communication (lots of input by many members, photographs etc.) Most parishes use it as a link to their website; some parishes are more successful at this than others.

The Clerk and Asst Clerk consider that Facebook would be a valuable asset to the Council especially with the new website. There are many different ways to use Facebook and the parish office is suggesting that it is used as another communications tool and not necessary a debating stage. It would provide an alert system not only for general announcements but also to new items being placed on the website. For Facebook to work well, it would need to be updated on a very

regular basis and the aim is for the office to place (on average) a posting every working day. This is not as difficult as it sounds, especially as the website will be updated as things occur. Since November the office has noted what could be placed on Facebook. The issues identified are:

Agenda	Minutes	Meetings
Trading standards alerts	Planning applications *	Emergency road closures
Hall announcements	Crime/Police news	PCSO advice (shed security etc.)
Office hours/closures.	Awards and competitions	Consultations (KCC household waste)
PC consultations/feedback requests*		MBC links/alerts (some press releases)
Information details (KCC highway phone number)		PC announcements (Orchard)
Seasonal announcements (greetings, how to spread salt etc.)		
Activities and events planned (this could be open to community groups)*		

It is recommended that more photographs are included and by asking residents to send in seasonal photographs of the parish these could be used to encourage people to go out for a walk with a link to the KCC PROW web pages etc. Residents who wish to make a comment would be referred to the website to use the e-mail facility already there.

The Parish Council could set boundaries/guidelines for the above and these could be regularly reviewed. * On the above list indicates where it is considered that guidance/decisions must be made by the Council. Any posting requested by a councillor or community group would need to come via the parish office (the Facebook page would have controls in place to stop postings) and so it would be an extension of the website.

Why have Facebook? A large population use Facebook and it is their home page of choice. Whilst if you go into Facebook you can access Boxley Parish Council website the positive side of Facebook is that someone can register to be alerted when something is posted. People now 'Facebook graze' whilst walking, at work etc. and this would possibly connect to this type of 'market'.