

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.co.uk

Clerk - Mrs Pauline Bowdery
Assistant Clerk – Mrs Melanie Fooks

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To all members of the Council, public and press

14th May 2012

There will be a meeting of the **Finance Committee** on **Tuesday 22nd May 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 13th March 2012.**
To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).
4. **Matters Arising.**
None arising.

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

5. **Financial report.**
 - 5.1 Income/Expenditure report of 14th May 2012. It has not been possible to submit this report as the budget figures for 2012/13 have not yet been entered.
 - 5.2 Reconciliation of accounts report of 31st March 2012 (page 3).
 - 5.3 Reconciliation of accounts for May 2012 will be submitted to the meeting on the night.
 - 5.4 Investment bonds, a report will be given at the meeting or if necessary e-mailed to members beforehand.
6. **End of Year Accounts 2011/2012.**
 - 6.1 To receive the accounts and to make a recommendation to the Parish Council about their signature. The balance sheet and Income and Expenditure Account plus explanation are attached (page 4-6). The actual return will be available on the night for consideration.
 - 6.2 31st March 2012. After adjustments for 2010/11 financial year expenditure and outstanding bills for 2011/12 Nett position by cost centre and cost code report (pages 7- 9).
7. **Outstanding Time off in Lieu.**
Up to date details will be supplied at the meeting.
8. **Policy and procedures reviews and adoption.**
Due to insufficient office time the policies and procedures for review have been deferred to the next meeting.
9. **Grant Request.**
 - 9.1 Museum of Kent Life grant request, see attached (page 10-11). End of year accounts will be available at the meeting.
 - 9.2 Friends of Boxley Church, see attached (page 12). Income & Expenditure report will be available at the meeting.

10. **Penhurst Close, lease.**

To consider a report (page 2) and if required a resolution to agree to sign the document or allocate delegated powers to do so.

11. **Matters for Information.**

To consider any relevant information.

12. **Date of Next Meeting.**

Tuesday 10th July 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 10. Penhurst Close lease *Purpose of report; information and to allow discussion.*

A copy of the draft lease has been supplied to all members. A black and white copy of the land certificate is also included, a colour copy can be consulted but it is felt that there is significant information in the document not to need every member to receive a colour copy. The lease appears to be a standard one, the cost for a report from the Council’s solicitor’s would, if it was accompanied by a detailed report on what concerns the council has, be in the region of about £400. If the solicitor was asked to just produce a report or give advice the bill would be much higher. Members must decide whether they are happy with the lease as it stands or whether they wish to have the solicitor made a report. If they require a report members must highlight the issues that they are concerned with.

Clerk’s comments. Using common sense I would like to make the following observations

- Page 5 1.1. Permitted use – this is what members wanted so I can see no problem.
- 1.5 The rent – peppercorn is generally £1.
- 1.6 The term – 125 years – the Parish Council asked for 99 + years.
- Page 7 3.3.1, 3.3.2 Repair of premises – the Parish Council was aware that it would become responsible.
- 3.3.3.1 The Parish Council agreed this principle at the start of the project.
- 3.3.3.2 I believe there is a legal requirement to keep Ragwort off of public ground. There is no legal requirement about thistles – **do any members of the Parish Council have an issue with this requirement?**
- Page 8 3.3.3.4 With regards to the issue of dog waste bins, this is extremely expensive and the bin was installed by MBC it is suggested that the responsibility of emptying of the dog waste bin is clarified. It is likely that the Parish Council will have to sort out the emptying of the litter bin but this can also be clarified.
- 3.3.3.6 It is suggested that MBC are notified that some boundary hedge management is being planned. The work is to improve and strength the boundary and wildlife value of the hedges and so would comply with 3.3.3.7.
- Page 14 3.20 Use and Access. At the start of the project members were made aware that the land could not be fenced off or access restricted.

The Land Certificate document identified the pipes to the manhole covers on the site and these have an easement right attached to them.