



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

Clerk – Mrs Pauline Bowdery
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Kent ME5 9RU

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To all members of the Council, public and press

3 March 2014

There will be a meeting of the **Finance and General Purposes Committee** on **Tuesday 11 March 2014** at the 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, dispensations or lobbying on items on this agenda.
3. **Minutes of the meeting of 14 January 2014.**
To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).
4. **Matters Arising From the Minutes.**
 - 4.1 Minute 2612/5.3 Income/Expenditure Report. The investigation to find a way to tailor the report to the needs of the committee will be completed as soon as time allows.
 - 4.2 Minute 2612/6 Pensions. The parish office has downloaded the relevant software and will be working through the documents to set up the pensions.
 - 4.3 Minute 2613/9.5 Health and Safety reporting requirements see report (page 3).

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

5. **Financial report.**
 - 5.1 Reconciliation of accounts report for 3 March 2014 (page 4).
 - 5.2 Income/Expenditure report as at 3 March 2014 attached (pages 5 - 10).
 - 5.3 Investment Bonds, see report (page 11).
 - 5.4 Earmarked Reserves, see report (pages 11 - 12).
6. **Policy and procedures reviews.**
 - 6.1 Review of banking arrangements, see report (page 12).
 - 6.2 Procedure for considering tenders, see report (page 12-13).
 - 6.3 Insurance, see report (page 13).
 - 6.4 Investment Strategy, see report (page 13 - 15).
 - 6.5 Terms of Reference for F&GP Committee, see report (page 15).
 - 6.6 Contingency Fund and Virements, see report (page 15 - 16).
7. **Personnel matters.**
TOIL and leave. A report will be given at the meeting.
8. **Dove Hill Allotments Expenditure.**
To consider any report received.

9. **Grant Requests.**

None received.

10. **Consultation**

Local Audit and Accountability Act - Draft Openness of Local Government Bodies Regulations 2014 see report (page 17).

11. **Matters for Information.**

11.1 Possible alteration in timing of Precept Notifications

12. **Date of Next Meeting.**

Tuesday 20 May 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 12 May.

Pauline Bowdery
Clerk to the Council.

Issues to be returned to agenda as they develop. Exporting of SCRIBE reports into excel review due July 2014.

Note to all councillors: you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 11 March 2014.

The Chairman will assume that these have been read prior to the meeting.

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 4. Matters Arising From the Minutes. *Purpose of item: information.*

4.3 Health and Safety reporting requirements

Clerk's briefing note.

The parish Clerk is also the Health and Safety Officer. The following is an extract from the 23/10/12 briefing note.

"All employees/councillors who have any form of accident are encouraged to report/discuss it and then if it is considered necessary by that person or the Clerk (Health and Safety Officer) then an accident report is completed. The Clerk cannot refuse to complete an accident form if requested.

If there is any form of open wound, sprain or if treatment is required by a doctor/hospital then an accident form is completed. In certain circumstances [injury to a small child, loss of limb, damage to sight etc.] the Parish Council must report itself to the Health and Safety Executive for investigation.

If it is a minor injury (a bruise or something similar), and the person declines to complete an accident form then the Clerk would generally contact that person in 2/3 days to check that things hadn't worsened or developed. If it has worsened then an accident report will be completed.

If there are any doubts then a form would be completed.

Hirers can report accidents as well. Regular hirers/groups have to maintain their own accident report books however if an accident is caused by fixtures or fittings of the hall or by negligence by hall procedures or personnel then it becomes the Parish Council's responsibility.

No person can be compelled to complete an accident form but the Clerk can complete one on behalf of a member of staff/councillor.

The Clerk would use common sense as to whether to brief the Chairman/Chairman of the Estates Committee.

After each accident the Clerk investigates the cause and decides on what if any remedial action is required to mitigate any future risk".

Insurance companies would require information if a person sues the parish council but in day to day minor accidents they do not require the parish council to contact them. However it is good practice and this would be followed by the office, to warn the insurance company if there has been a serious accident which had resulted in someone being hospitalised. The maxim practised by the office should be 'if in doubt phone'. The insurance company would then note that they had been contacted, take a few details and then wait to see if a claim came through.

Item 5. Financial report *Purpose of item: information and action.*

Item 5.1 Reconciliation of accounts report for 6 January 2014

Bank Reconciliation at 03/03/2014			
	Cash in Hand 01/04/2013		349,160.60
	ADD		
	Receipts 01/04/2013 - 03/03/2014		202,257.68
			551,418.28
	SUBTRACT		
	Payments 01/04/2013 - 03/03/2014		211,282.08
A	Cash in Hand 03/03/2014 (per Cash Book)		340,136.20
	Cash in hand per Bank Statements		
	Cash 03/03/2014	150.00	
	HSBC Beechen Hall 21/02/2014	38,003.58	
	Coop General Account 21/02/2014	34,686.43	
	Coop Investment Bond 02/07/2013	0.00	
	All & Leicester Invest Bond 01/04/2013	0.00	
	Santander Investment Bond 01/04/2013	100,000.00	
	Clydesdale Investment 04/07/2012	0.00	
	Natwest Fixed Rate Deposit 01/07/2013	80,000.00	
	Natwest Fixed 3 month 18/12/2013	0.00	
	Barclays Bank 19/12/2013	90,138.25	
			342,978.26
	Less unrepresented cheques As attached		3,820.33
			339,157.93
	Plus unrepresented receipts As attached		978.27
B	Adjusted Bank Balance		340,136.20
A = B Checks out OK			
Natwest Fixed Rate Deposit matures 7 April 2014 Santander Investment Bond matures 25 April 2014			

Item 5.2 Income/Expenditure report as at 3 March 2014.

Clerk's note. Due to annual leave it has not been possible to produce the report with a percentage of over or under spend, however this will be sent on to members of the committee, available to other members on request.

Boxley Parish Council

Nett position by cost centre and code

Cost Centre & Name

Parish office		<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
1	Administration	0.00	0.00	0.00	2,791.00	1,750.93		1,040.07
2	Audit	0.00	0.00	0.00	446.00	420.00		26.00
3	Books and publications	0.00	0.00	0.00	50.00	60.00		-10.00
4	Gratuity/pension	0.00	0.00	0.00	319.00	0.00		319.00
5	Office rates	0.00	0.00	0.00	1,316.00	1,561.41		-245.41
6	Photocopier	0.00	0.00	0.00	645.00	474.21		170.79
7	Salaries	0.00	0.00	0.00	36,100.00	35,267.92		832.08
8	PAYE	0.00	0.00	0.00	15,471.00	12,702.65		2,768.35
9	Scribe lease	0.00	0.00	0.00	253.00	0.00		253.00
10	Subscriptions	0.00	0.00	0.00	1,636.00	2,030.00		-394.00
11	Training/conferences	0.00	0.00	0.00	300.00	79.00		221.00
12	Travel - staff	0.00	0.00	0.00	460.00	524.89		-64.89
173	Salaries income	0.00	0.00	0.00	0.00	0.00		0.00
		£0.00	0.00	£0.00	59,787.00	£54,871.01		4,915.99

General Parish Council		<u>Balance B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
26	Garden waste sacks	0.00	620.00	103.25	0.00	0.00		-516.75
27	Hire of halls	0.00	0.00	0.00	286.00	240.00		46.00
28	Insurance	0.00	0.00	0.00	2,025.00	2,124.54		-99.54
29	PCSO	0.00	0.00	0.00	3,762.00	0.00		3,762.00
30	Parish tour	0.00	0.00	0.00	0.00	0.00		0.00
31	Publicity	0.00	0.00	0.00	7,874.00	6,970.71		903.29
166	Website admin	0.00	0.00	0.00	300.00	300.00		0.00
167	Referendum	0.00	0.00	0.00	15,000.00	0.00		15,000.00
		£0.00	620.00	£103.25	29,247.00	£9,635.25		19,095.00

Councillor & subsistence		Receipts		Payments		Current Balance	
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allowances							
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
36	Chairman's allowance personal	0.00	0.00	0.00	610.00	570.00	40.00
37	Chairman's allowance Civic	0.00	0.00	0.00	100.00	50.22	49.78
38	Councillors allowance/PAYE	0.00	0.00	31.87	5,000.00	4,231.43	800.44
39	Subsistance	0.00	0.00	0.00	100.00	40.91	59.09
		£0.00	0.00	£31.87	5,810.00	£4,892.56	949.31

Finance Code	Title	Balance B/Fwd.	Receipts Budget	Actual	Payments Budget	Actual	Current Balance Budget
42	Agency services	0.00	0.00	0.00	0.00	0.00	0.00
43	Capital schemes	0.00	0.00	0.00	0.00	0.00	0.00
44	Concurrent functions grant	0.00	0.00	0.00	0.00	0.00	0.00
45	Contingency fund	0.00	0.00	0.00	40,000.00	10,252.15	29,747.85
46	Doubtful debts	0.00	0.00	0.00	0.00	0.00	0.00
47	Precept	0.00	81,916.00	101,908.00	0.00	0.00	19,992.00
48	Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00
175	Parish Service Scheme	0.00	14,014.00	14,014.00	0.00	0.00	0.00
		£0.00	95,930.00	£115,922.00	40,000.00	£10,252.15	49,739.85

Bank Accounts Code	Title	Balance B/Fwd.	Receipts Budget	Actual	Payments Budget	Actual	Current Balance Budget
51	HSBC general account	0.00	0.00	4.00	0.00	4.00	0.00
52	Coop general account	0.00	210.00	293.71	0.00	0.00	83.71
53	Coop investment bond	0.00	2,295.00	97.25	0.00	0.00	-2,197.75
56	AL investment bond	0.00	0.00	0.00	0.00	0.00	0.00
57	Santander Investment Bond	0.00	2,875.00	0.00	0.00	0.00	-2,875.00
58	Clydesdale Investment	0.00	624.00	0.00	0.00	0.00	-624.00
171	NatWest Fixed Rate Deposit	0.00	0.00	0.00	0.00	0.00	0.00
172	Natwest Fixed 3 month	0.00	180.00	98.25	0.00	0.00	-81.75

176	Barclays Bank	0.00	0.00	40.00	0.00	0.00	40.00
		£0.00	6,184.00	£533.21	0.00	£4.00	-5,654.79
Section 137 expenditure			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
61	Donations	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	0.00	£0.00	0.00
Parish Council projects			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
62	Fixed crossing point	0.00	0.00	0.00	0.00	0.00	0.00
63	Land/office aquisition	0.00	0.00	50.00	35,000.00	640.50	34,409.50
64	QE Anniversary Orchard	0.00	0.00	0.00	0.00	1,068.18	-1,068.18
66	Community Project	0.00	0.00	0.00	10,000.00	0.00	10,000.00
68	Boxley Warren	0.00	0.00	20,525.00	34,500.00	13,470.85	41,554.15
174	Land at Sandy Lane	0.00	0.00	1,850.00	25,000.00	50,243.89	-23,393.89
		£0.00	0.00	£22,425.00	104,500.00	£65,423.42	61,501.58
War Memorial			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
76	Insurance	0.00	0.00	0.00	0.00	0.00	0.00
77	Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	0.00	£0.00	0.00
Closed Churchyard			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
81	Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	0.00	£0.00	0.00
Burial Ground			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
85	ABA subscription	0.00	0.00	0.00	92.00	90.00	2.00

86	Admin fee	0.00	0.00	0.00	250.00	20.00	230.00
87	Burials	0.00	600.00	510.00	0.00	0.00	-90.00
		£0.00	600.00	£510.00	342.00	£110.00	142.00

Grants			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
91	Kent Wildlife Trust	0.00	0.00	0.00	500.00	0.00	500.00
92	Museum of Kent Life	0.00	0.00	0.00	0.00	0.00	0.00
93	Other grants	0.00	0.00	0.00	1,500.00	320.00	1,180.00
94	Walderslade Woods Group	0.00	0.00	2,175.57	4,782.00	2,425.19	4,532.38
95	Village Hall Grants	0.00	0.00	0.00	1,400.00	0.00	1,400.00
96	Vinters Valley Park LNR	0.00	0.00	0.00	4,782.00	2,391.00	2,391.00
		£0.00	0.00	£2,175.57	12,964.00	£5,136.19	10,003.38

Green Spaces			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
101	Boxley Village Green	0.00	0.00	0.00	0.00	1,535.00	-1,535.00
102	General Maintenance	0.00	0.00	0.00	2,000.00	1,335.03	664.97
103	Impton Lane Open Space	0.00	0.00	0.00	0.00	0.00	0.00
165	WDJ Orchard	0.00	0.00	0.00	500.00	340.36	159.64
		£0.00	0.00	£0.00	2,500.00	£3,210.39	-710.39

Grounds maintenance			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
107	Grounds maintenance contract	0.00	0.00	0.00	3,839.00	5,685.15	-1,846.15
108	Roundabout maintenance	0.00	0.00	0.00	520.00	0.00	520.00
109	Street maintenance	0.00	0.00	0.00	2,000.00	57.01	1,942.99
		£0.00	0.00	£0.00	6,359.00	£5,742.16	616.84

Street furniture			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
113	Bus shelters	0.00	0.00	0.00	87.00	0.00	87.00

114	Litter bins	0.00	0.00	0.00	180.00	0.00	180.00
115	Noticeboards	0.00	0.00	0.00	0.00	0.00	0.00
116	Seats	0.00	0.00	0.00	894.00	227.98	666.02
117	Village signs	0.00	0.00	0.00	442.00	0.00	442.00
		£0.00	0.00	£0.00	1,603.00	£227.98	1,375.02

Beechen Hall

<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	<u>Receipts Budget</u>	<u>Actual</u>	<u>Payments Budget</u>	<u>Actual</u>	<u>Current Balance Budget</u>
121	Administration	0.00	0.00	0.20	357.00	216.70	140.50
122	Audit	0.00	0.00	0.00	415.00	420.00	-5.00
123	CCTV/alarms maintenance	0.00	0.00	0.00	955.00	941.24	13.76
124	Consumables	0.00	0.00	0.00	914.00	855.71	58.29
125	Electricity bill	0.00	0.00	0.00	1,355.00	1,279.93	75.07
126	Electrical safety	0.00	0.00	0.00	609.00	138.00	471.00
127	Damage waiver current year	0.00	200.00	650.00	150.00	624.09	-24.09
128	Damage Waiver future year	0.00	0.00	0.00	0.00	0.00	0.00
129	Damage waiver past year	0.00	0.00	0.00	0.00	0.00	0.00
130	Fire safety	0.00	0.00	0.00	0.00	30.00	-30.00
131	Gas bill	0.00	0.00	0.00	2,000.00	1,172.14	827.86
132	Gas maintenance	0.00	0.00	0.00	203.00	0.00	203.00
133	Ground maintenance	0.00	0.00	0.00	400.00	442.12	-42.12
134	Hall maintenance	0.00	0.00	209.42	6,368.00	2,369.92	4,207.50
135	Hall marketing	0.00	0.00	0.00	75.00	48.15	26.85
136	Hire fee - casual	0.00	12,250.00	10,230.54	0.00	217.00	-2,236.46
137	Hire fee casual future years	0.00	1,020.00	1,024.92	0.00	0.00	4.92
138	Hire fee regular	0.00	18,870.00	30,103.87	0.00	192.70	11,041.17
139	Hire fee regular future year	0.00	0.00	0.00	0.00	0.00	0.00
140	Insurance	0.00	0.00	78.00	1,310.00	1,326.16	61.84
141	Licences	0.00	0.00	0.00	286.00	0.00	286.00
142	Rates	0.00	0.00	0.00	3,042.00	3,643.29	-601.29
143	Refuse collections	0.00	0.00	0.00	1,197.00	1,150.68	46.32
144	Wages	0.00	0.00	0.00	18,125.00	14,873.91	3,251.09
145	PAYE	0.00	0.00	0.00	475.00	2,487.68	-2,012.68
146	Water bill	0.00	0.00	0.00	1,500.00	1,587.40	-87.40
168	Hearing Induction Loop	0.00	0.00	0.00	300.00	700.00	-400.00
169	Equipment	0.00	100.00	0.00	0.00	0.00	-100.00

170	Wages -AEC	0.00	150.00	30.00	150.00	52.50	-22.50
		£0.00	32,590.00	£42,326.95	40,186.00	£34,769.32	15,153.63
Beechen Hall projects			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
161	Carpet	0.00	0.00	0.00	0.00	0.00	0.00
162	Hall internal decoration	0.00	0.00	0.00	1,000.00	400.00	600.00
163	Hall external decoration	0.00	0.00	0.00	1,500.00	0.00	1,500.00
164	Hall floor	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	2,500.00	£400.00	2,100.00
Allotments			Receipts		Payments		Current Balance
Code	Title	Balance B/Fwd.	Budget	Actual	Budget	Actual	Budget
177	Administration	0.00	0.00	0.00	0.00	0.00	0.00
178	Earmarked Reserves	0.00	0.00	210.00	0.00	0.00	210.00
179	Insurance	0.00	0.00	0.00	0.00	0.00	0.00
180	Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
181	Allotment income	0.00	0.00	346.45	0.00	0.85	345.60
		£0.00	0.00	£556.45	0.00	£0.85	555.60
NETT TOTALS		£0.00	135,924.00	£184,584.30	305,798.00	£194,675.28	159,783.02

Item 5.3 Investment Bonds update. The parish council has investments bonds that are soon to mature and the Clerk has permission to obtain information and if necessary, by contacting members of the committee, arrange for a decision to be made out of meeting. The parish council's precept is due early April which will mean that for a period the council will be cash heavy at the Cooperative Bank. The strategy the Clerk will be looking to clear with members, nearer the date, includes transferring a sum into the Barclay account so that it is near its maximum amount threshold (£99,000) and setting up one or perhaps two short term investment bonds which although they will attract a minimal interest rate will a) spread the risk and b) become available when needed. A further update will be given at the meeting.

Item 5.4 Earmarked Reserves. *Purpose of item information and guidance from the committee on any changes that they wish to see.*

The parish council holds these reserves for long term commitments, liabilities, and projects.

In most circumstances the F&GP Committee can decide to change the earmarked reserves but when this impacts on a committee it should be given advance warning.

Clerk's note: Details of earmarked reserves are placed before the F&GPC in March and roughly July. The March notification generally shows the changes that have taken place in that financial year and the July notification includes final calculations after the end of year documents have been completed.

Earmarked Reserves for year 2013/14

		<i>Clerks/RFO comments</i>
Land or Property Purchases	35000 + *1050= 36050 *	No annual uplift applied.
Parish poll/election/referendum	£15,000.00	
Wear & tear for hall equip.	3668 - 291=3377+ *101.31= 3478.30 *	As the Estates Committee is now attempting to manage its own finances etc. Should the earmarked reserves be passed to that committee for it to uplift them from the hall's profits?
Gratuities for staff	10,300.00 *	Untouchable
Finance Committee Contingency Fund	40,000.00	Additional £10,000 is to 'fight' local plan.
Long Term Liability Fund Long term liabilities are Closed Churchyard at St Mary and All Saints, War Memorial and Beechen Hall.	61800 +1854= 63,654 *	

Minus figure was for crockery

Total Cash Reserve for the purposes of running the parish approx. 33% of basic running costs	57,000.00		Recalculation will take place after end of year.
Boxley Warren LHI application	26959.58-17059= 9,990	Project period 2011 - 2013. Original amount £48,963.96 + £1000 grant from BPC	Recalculation will take place after end of year.
Provender Way controlled crossing point	28,652.00	BPC agreed to fund part of the costs for the installation (Feb 2012). Despite numerous requests KCC has failed to provide an invoice to allow payment to be made.	
Speed reduction work on Boxley Rd/Beechen Bank Road	3,199.00	BPC agreed to fund part of the costs for the installation (March 2012). Despite numerous requests KCC has failed to provide an invoice to allow payment to be made.	
Walderslade Woods Group	3,351.00	The Finance Committee has allowed the WWG to build up its reserves by earmarking any unspent grant. This sum is made up of £1,500 grant bought in by Cllr Springate for WWG and £1851 unspent grant for the 2012/13 financial year.	Adjustment will take place when WWG has purchased a chipper.
Total		<u>270,584.00</u>	
* all items so marked are subject to an annual increase of 3% unless otherwise noted.			

Ref Audit Earmark 03.03.14. F&GP Committee 11.03.10

Item 6 Policy and procedures reviews. *Purpose of item: information and decision.*

Item 6.1 Review of banking arrangements. Deferred from January meeting. The F&GP Committee undertakes an annual review of the banking arrangements. At the January meeting the following was agreed.

Closure of Cooperative Bank account and opening of new bank account

Members **received** the Clerk's report and after some discussion agreed to keep the Cooperative account as a working account. Members also agreed to make a decision on a new bank account once legislation has been passed for Parish Councils to use Internet Banking.

The parish council has two other bank accounts:

- HSBC. The proximity of the branch in Walderslade village is convenient for the hall for the banking of cheques and cash. No problems are being experienced.
- Barclay's Bank. Opened to spread the risk, this trickle-feeds the working account at the Cooperative Bank.

Item 6.2 Procedure for considering tenders.

Report from Cllr Vic Davies.

The current tendering system, which is subject to Standing Orders and Financial Regulations, is robust. The committee or officer, if delegated powers have been awarded, agrees a job specification. This is then sent out to companies that have been successfully used before, figure on fair trader lists or otherwise recommended companies. A councillor, who is not a member of the relevant committee, opens the tenders in the presence of the Clerk/Assistant Clerk. The latter then presents a report to

the relevant committee ~~etc.~~ The parish office has recently been producing all information on a ~~single~~ set template so that members become very familiar with the system. It is recommended that an addition is made to the specification sent to ~~the companies~~ stating that 'Contractors should be aware that when considering quotes, Councillors will assume that all prices given are as per specification and should your quote be accepted you will be required to give an undertaking that all work will be carried out as specified. If you consider that the specification should be varied in any way, please submit a quote as per specification with a separate note stating the variation, the reason why and any variation to the price. Failure to do this will mean that the quotation will not be accepted'. When considering quotes Councillors are instructed to bear these conditions in mind and to award the contract where giving best value for money. In addition a stand-by quote should be decided upon in case the selected contractor fails to give the above undertaking or meet any other requirements. Delegated power should be awarded to a small group of councillors, possibly the chair and vice-chair of the committee or parish council, to consider and recommend any change to the stand-by contractor-designate with the recommendation and reasons being sent to members and then ratified at the next meeting.

Item 6.3 Insurance.

The parish council is currently in a long-term agreement with Suffolk ACRE, now part of Community Action Suffolk, for insurance services (cover is with Zurich); the agreement is due to expire 31 May 2017. The parish office adds and deletes cover as necessary as can be seen by recent decisions taken at the Estates Committee on the type of cover required. During the end of year work the Clerk does a comprehensive check against the Assets Register to ensure nothing has slipped through the net.

Item 6.4 Investment Strategy.

Current - Investment Strategy

In order to work effectively and to be able to fund projects, achieve goals and manage grants and supply services, the parish council must keep some money in reserve.

These reserves are managed in the following ways:

- Earmarked reserves. Contains money that is identified for long-term projects or which can only be spent on a specific project because it is a grant.
- Unallocated cash reserve will be maintained at about 33% of the 'normal' annual expenditure of the Parish Council and if necessary extra money will be added.

Reserves benefit the parish as: the interest attracted can be used to keep the precept down; the parish council can act quickly to a sudden community need.

The parish council annually reviews its need for and the size of its reserves.

Item 6.5 Terms of Reference for F&GP Committee.

Clerk's note: Members are asked whether they consider that the following needs amending. To change a ToR the committee must approach the parish council.

*The Chairman has requested some changes and these are shown in **bold**.*

Terms of Reference - Finance and General Purposes Committee.

Role

The role of the Finance and General Purposes Committee is to oversee/manage the following aspects of the financial administration of the Parish Council including arrangements for the preparation and audit of the Council's systems and accounts. Deal with the employment of office staff and personnel issues relating to all staff **and such other general administration matters as may be decided by the Parish Council.**

Responsibilities

The Finance and General Purposes Committee shall:

1. Develop and, where necessary, recommend to the Parish Council policies and procedures for the financial management of the Council. Advise the Parish Council and committees as necessary.
2. Oversee the investment strategies of the Parish Council and advise accordingly.
3. Receive and consider annual draft budgets prepared by each Committee or budget holders.
4. Recommend an annual budget and precept for the Council
5. Maintain an overall view of manpower requirements and the allocation of manpower resources and to deal with matters pertaining to staff, subject to all new posts on the council establishment being approved by the Council.
6. Deal with the appointment of office staff.
7. Deal with personnel matters generally and in particular;
 - 7.1 Establishment of new positions.
 - 7.2 Recruitment and appointment procedures for office staff and, where necessary, to guide/advise the Estates Committee on such procedures for the recruitment and appointment of the Caretaker, Relief Caretakers **and such other staff as may be appointed to service the Estate.**
 - 7.3 All Training.
 - 7.4 All Staff Welfare.
 - 7.5 Terms and Conditions of Service for office staff and where necessary, to guide/advise the Estates Committee on such procedures for the recruitment and appointment of the Caretaker and Relief Caretaker.
 - 7.6 All staff disciplinary and grievance issues.
 - 7.7 **All staff** matters arising under legislation relating to contracts of employment and industrial relations.
 - 7.8 Matters relating to **all** staff under Health and Safety Legislation.
8. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.
9. Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
10. Consider requests to vire, where necessary, from the Contingency Budget to other budget headings.
11. Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that the Council is adequately insured.
12. Receive and review Audit Reports and ensure the implementation of any recommendations.
13. Deal with requests for grants* and Section 137 donations. *Excluding Village Hall Grants which come under the remit of the Estates Committee.

14. Make recommendation to the Council on the implications of applying for a Public Works Loan. If approved to manage the council's loan debt.

Committee Budget

1. To draft the budget and decide priority ratings for the Finance and General Purposes Committee (for consideration with the recommendations from other committees).
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to eight councillors, including as per standing orders, the Chairs and Vice Chairs of the Parish Council and committees.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.

Item 6.6 Contingency Fund and Virements.

Members requested that this issue be taken to this meeting. The issue is whether the F&GP Committee:

- Requires any request for extra funding to be paid out of the fund it controls, thus requiring the office to split an invoice across two budgeting codes (current procedure).

or

- It moves the agreed sum from the Contingency Fund code and transfers the sum into the new code.

Clerk's note: having worked both systems there are pros and cons to both. The latter system is 'tidier' than the former. If members change to the latter system then they should have an annual review (prior to the setting of the next budget) to see where the contingency money went and whether the budget setting procedure could be improved.

Item 10 Consultation. Purpose of item: Information and ratification.

Local Audit and Accountability Act - Draft Openness of Local Government Bodies Regulations 2014

The following briefing, due to a short deadline for response, was given to the Chairman Ivor Davies.

Local Audit and Accountability Act - Draft Openness of Local Government Bodies Regulations 2014. The Government would welcome feedback on this document (www.legislation.gov.uk) which includes two key areas affecting Parish Councils:

- The filming of meetings and the use of social media at council meetings.
KALC has made the following comment on this "the following issues have come up in the past when this has been discussed previously: costs, reputational issues, Data Protection Act, defamation, training and equipment".
Clerk's note: With some minor mental adjustment the parish council currently meets some of the requirements or are ready to meet the filming/recording changes. Filming – I agree with some of the concerns but don't understand cost, training and equipment as it is not the parish council filming although if it wants to set up a webcam then cost and training issues will surface.

- The recording of decisions taken by officers under delegated powers and access to documents.

KALC has made the following comment on this “we are aware of concerns about the potentially onerous nature of the requirement, the additional workload and subsequent costs both in money and resource”.

Clerk’s note: When you read the legislation (7 and 8) this will be an administrative nightmare. The amount of a nightmare depends in our case on the definition of ‘materially’. The regulations are very strict and won’t be covered by the work we currently do and the publishing of payments in the PC agenda etc.

After considering the document the following response was sent and members are asked to ratify it.

Local Audit and Accountability Act - Draft Openness of Local Government Bodies Regulations 2014.

- The filming of meetings and the use of social media at council meetings.

Policies and procedures to ensure filming and the use of social media at meetings can be put in place to ensure that the meeting is not unduly interrupted or distracted and so the parish council is not adverse to this section. Boxley Parish Council is currently not in a position to film or broadcast its own meetings but if the Government ‘pushed’ for this then issues relating to cost, training and equipment will become a factor.

- The recording of decisions taken by officers under delegated powers and access to documents.

Boxley Parish Council would be affected by this change as its Clerk has delegated powers, with a £500 ceiling, for necessary day to day expenditure. Boxley Parish Council is responsible for a community hall, burial ground, open spaces, an office and a community orchard and there is a need for day to day expenditure to be approved in an effective and efficient way.

There is concern that in the future every time the Clerk for example orders supplies for Beechen Hall the recording procedure will create additional workload and subsequent costs both in money and resource. By introducing a requirement for a long paper trail that needs to be completed and put on the website is a little bit too much red tape.

Much rests on the definition that the Government gives to the expenditure that ‘materially’ affects the parish council and the danger is that the Government may set a very low threshold rather than allow each parish council to decide its own threshold.

Boxley Parish Council has a robust financial monitoring and auditing system. All income and expenditure is reported at the next parish council meeting. Individual expenditure is listed in the agenda which is available on the parish council’s website so there is ample opportunity for any members of the public to question expenditure. By reporting each item of expenditure at a meeting where the public are allowed to address members surely this is local democracy and openness at its best. Does the public really need to know, via a website, that:

- A decision to get products for the hall was taken so that there was bleach to clean the toilets; toilet paper for hirers etc. and the alternative was to run out of basic supplies.
- A decision to authorise two dangerous trees be felled at a cost of £250 was taken so that they didn’t fall on a public footway possibly causing injury or death to a member of the public.

In view of the above the parish council would not support the recording of decisions as proposed.

Item 11. Matters for Information. *Purpose of item: information and where necessary decisions.*

11.1 Possible alteration in timing of Precept Notifications (for information)

The Government has recently published information on Council Tax Referendums (Council Tax Referendums 2014-15. Information note 7. Copy is available at the office). The document is not directly relevant to Parish Councils but hidden within the detail is something of importance that MBC has brought to parish councils' attention.

In section 3 of the document, the relevant part is produced below, 'There is a statement on possible restrictions for larger parish councils from 2015/16 and should this occur a need to change the dates and timing of precept notifications to MBC. This would of course cause us serious problems unless the parish councils were geared up to agree precepts in mid-February and able to notify MBC immediately. If it comes about it is definitely something we will have to plan carefully'.

Clerk's note: The reference to parish councils being geared up to agree precepts in mid-February is because a parish council would have to wait for the government announcement before it sets its precept. Obviously everything could have been drafted beforehand with 'options' identified and be ready with a semi-agreed precept but you would then have to arrange a quick meeting to formally adopt the precept and budget.