



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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To all members of the Council, public and press

7 January 2014

There will be a meeting of the **Finance and General Purposes Committee** on **Tuesday 14 January 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 12 November 2013.**

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 2594/5.1 conflicting SCRIBE report regarding unrepresented cheques list. Members were notified via e-mail that the two reports that conflicted had been printed separately and between the printing of the first and the second an additional input had been placed into the system which caused the conflict. The need to be accurate has been emphasised in the office.

4.2 Minute 2594/5.2 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.

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

5. **Financial report.**

5.1 Reconciliation of accounts report for 6 January 2014 (page 3).

5.2 Income/Expenditure report as at 6 January 2014 attached (pages 4-9).

5.3 Investment Bonds: Members to consider what action to take on the two investment bonds that mature in April 2014.

6. **Pensions.**

To consider the issue of staff pensions see report (page 10-11).

7. **2014/15 Budget.**

To consider the draft budget and agree recommendations to the Parish Council on the adoption of the budget and 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 £? be set**" will be considered.

8. **Closure of Cooperative Bank Account and opening of new bank account.**

To agree the change to the bank accounts see report (page 11-12)

9. Policy and procedures reviews.

9.1 Review of banking arrangements, see report (page 12).

9.2 Procedure for considering tenders see report (page 12-13).

9.3 Grants policy and procedure, see report (page 13-15).

9.4 Investment Strategy, see report (page 15).

9.5 Annual Health & Safety and Accident Book Review, see report (page 16).

9.6 F&GPC Policies and Procedures, etc. 2014/15 Calendar, see report (page 16 -17).

9.7 Financial Regulations, see report (page17).

10. Personnel matters.

TOIL and leave. A report will be given at the meeting.

11. Dove Hill Allotments Expenditure.

See report (page 17).

12. Grant Requests.

None received.

13. Matters for Information.

None yet received.

14. Date of Next Meeting.

Tuesday 11 March 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 3 March.

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 14 January 2014.
The Chairman will assume that these have been read prior to the meeting.**

Item 5.1 Reconciliation of accounts report for 6 January 2014. *Purpose of item: information and action.*

	Bank Reconciliation at 07/01/2014		
	Cash in Hand 01/04/2013		349,160.60
	ADD		
	Receipts 01/04/2013 - 07/01/2014		184,914.33
			534,074.93
	SUBTRACT		
	Payments 01/04/2013 - 07/01/2014		185,433.51
A	Cash in Hand 07/01/2014 (per Cash Book)		348,641.42

	Cash in hand per Bank Statements		
	Cash 31/10/2013	150.00	
	HSBC Beechen Hall 21/12/2013	34,653.06	
	Coop General Account 20/12/2013	72,837.16	
	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	
			377,778.47
	Less unrepresented cheques As attached		29,167.05
			348,611.42
	Plus unrepresented receipts As attached		30.00
B	Adjusted Bank Balance		348,641.42
A = B Checks out OK			

Item 5.2 Boxley Parish Council
NETT POSITION BY COST CENTRE & CODE

07-Jan-14

Cost Centre & Name		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
Parish office									
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget			
1	Administration	-	-	2,791.00	1,463.39	1,327.61	52.43	-397	38.28%
2	Audit	-	-	446.00	420.00	26.00	94.17	-408	5.61%
3	Books and publications	-	-	50.00	60.00	-10.00	120.00		
4	Gratuity/pension	-	-	319.00	0.00	319.00	0.00		
5	Office rates	-	-	1,316.00	1,405.41	-89.41	106.79		
6	Photocopier	-	-	645.00	474.21	170.79	73.52		
7	Salaries	-	-	36,100.00	28,790.74	7,309.26	79.75		
8	PAYE	-	-	15,471.00	11,328.59	4,142.41	73.22		
9	Scribe lease	-	-	253.00	0.00	253.00	0.00		
10	Subscriptions	-	-	1,636.00	1,519.00	117.00	92.85		
11	Training/conferences	-	-	300.00	79.00	221.00	26.33		
12	Travel - staff	-	-	460.00	457.60	2.40	99.48		
173	Salaries income	-	-	0.00	0.00	0.00	-		
		0.00	£0.00	59,787.00	£45,997.94	13,789.06			

General Parish Council		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget			
26	Garden waste sacks	620.00	103.25	0.00	0.00	-516.75			
27	Hire of halls	-	-	286.00	240.00	46.00	83.92		
28	Insurance	-	-	2,025.00	2,124.54	-99.54	104.92		
29	PCSO	-	-	3,762.00	0.00	3,762.00	0.00		
30	Parish tour	-	-	0.00	0.00	0.00	-		
31	Publicity	-	-	7,874.00	5,425.17	2,448.83	68.90		
166	Website admin	-	-	300.00	300.00	0.00	100.00		
167	Referendum	-	-	15,000.00	0.00	15,000.00	0.00		

		620.00	£103.25	29,247.00	£8,089.71	20,640.54			
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Councillor & subsistence allowances		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget			
36	Chairman's allowance personal	-	-	610.00	270.00	340.00	44.26		
37	Chairman's allowance Civic	-	-	100.00	50.22	49.78	50.22		
38	Councillors allowance/PAYE	-	-	5,000.00	2,806.35	2,193.65	56.13		
39	Subsistence	-	-	100.00	0.00	100.00	0.00		
		0.00	£0.00	5,810.00	£3,126.57	2,683.43			

Finance		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget			
42	Agency services	-	-	-	-	0.00	-		
43	Capital schemes	-	-	-	-	0.00	-		
44	Concurrent functions grant	-	0.00	0.00	0.00	0.00	-		
45	Contingency fund	-	0.00	40,000.00	10,252.15	29,747.85	25.63	-909	24.64%
46	Doubtful debts	-	-	-	-	0.00	-		
47	Precept	101,908.00	101,908.00	0.00	0.00	0.00	-		
48	Sale of Assets	-	-	-	-	0.00	-		
175	Parish Service Scheme	14,014.00	14,014.00	-	-	0.00	-		
		95,930.00	£115,922.00	54,014.00	£10,252.15	63,753.85			

Bank Accounts		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget			
51	HSBC general account	-	4.00	0.00	4.00	0.00			
52	Coop general account	210.00	227.15	0.00	0.00	108.17			

101	Boxley Village Green	-	-	0.00	1,535.00	-1,535.00	-		
102	General Maintenance	-	-	2,000.00	934.92	1,065.08	46.75	-400	27.00%
103	Impton Lane Open Space	-	-	0.00	0.00	0.00			
165	WDJ Orchard	-	-	500.00	289.45	210.55	57.89		
		0.00	£0.00	2,500.00	£2,759.37	-259.37			

Grounds maintenance		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
Code	Title	Budget	Actual	Budget	Actual	Budget			
107	Grounds maintenance contract	-	-	3,839.00	5,685.15	-1,846.15	148.09		
108	Roundabout maintenance	-	-	520.00	0.00	520.00	0		
109	Street maintenance	-	-	2,000.00	30.00	1,970.00	1.5	-1800	-18.25%
		0.00	£0.00	6,359.00	£5,715.15	643.85			

Street furniture		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
Code	Title	Budget	Actual	Budget	Actual	Budget			
113	Bus shelters	-	-	87.00	0.00	87.00	0.00		
114	Litter bins	-	-	180.00	0.00	180.00	0.00		
115	Noticeboards	-	-	0.00	0.00	0.00	-		
116	Seats	-	-	894.00	227.98	666.02	25.50		
117	Village signs	-	-	442.00	0.00	442.00	0.00		
		0.00	£0.00	1,603.00	£227.98	1,375.02			

Beechen Hall		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
Code	Title	Budget	Actual	Budget	Actual	Budget			
121	Administration	-	0.20	357.00	153.42	203.78	42.97		
122	Audit	-	-	415.00	420.00	-5.00	101.20	-405	6.02%
123	CCTV/alarms maintenance	-	-	955.00	941.24	13.76	98.56		
124	Consumables	-	-	914.00	699.86	214.14	76.57		
125	Electricity bill	-	-	1,355.00	1,279.93	75.07	94.46		
126	Electrical safety	-	-	609.00	138.00	471.00	22.66	-138	-42.20%

127	Damage waiver current year	200.00	650.00	150.00	624.09	-24.09	416.06		
128	Damage Waiver future year	-	-	0.00	0.00	0.00	-		
129	Damage waiver past year	-	-	0.00	0.00	0.00	-		
130	Fire safety	-	-	30.00	30.00	-30.00	100.00		
131	Gas bill	-	-	2,000.00	1,172.14	827.86	58.61		
132	Gas maintenance	-	-	203.00	0.00	203.00	0.00		
133	Ground maintenance	-	-	400.00	442.12	-42.12	110.53		
134	Hall maintenance	-	209.42	6,368.00	1,737.89	4,839.53	27.29	-251	21.09%
135	Hall marketing	-	-	75.00	23.25	51.75	31.00		
136	Hire fee - casual	12,250.00	8,983.77	0.00	217.00	-3,483.23	73.34		
137	Hire fee casual future years	1,020.00	111.00	0.00	0.00	-909.00	10.88		
138	Hire fee regular	18,871.00	24,483.76	0.00	192.70	5,421.06	129.74		
139	Hire fee regular future year	0.00	0.00	0.00	0.00	0.00	-		
140	Insurance	-	60.00	1,310.00	1,326.16	43.84	101.23		
141	Licences	-	-	286.00	0.00	286.00	0.00		
142	Rates	-	-	3,042.00	3,279.29	-237.29	107.80		
143	Refuse collections	-	-	1,197.00	948.20	248.80	79.21		
144	Wages	-	-	18,125.00	12,205.84	5,919.16	67.34	-418	65.16%
145	PAYE	-	-	475.00	2,030.87	-1,555.87	427.55		
146	Water bill	-	-	1,500.00	1,255.09	244.91	83.67		
168	Hearing Induction Loop	-	-	300.00	700.00	-400.00	233.33		
169	Equipment	100.00	0.00	0.00	0.00	-100.00	-		
170	Wages -AEC	150.00	30.00	150.00	52.50	-22.50	35.00		
		32,590.00	£34,528.15	40,186.00	£29,869.59	12,254.56			

Beechen Hall projects		Receipts		Payments		Current Balance	% spend	% Spend after 2012/13 adjust	
Code	Title	Budget	Actual	Budget	Actual	Budget			
161	Carpet	-	-	-	-	0.00	-		
162	Hall internal decoration	-	-	1,000.00	0.00	1,000.00	0		
163	Hall external decoration	-	-	1,500.00	0.00	1,500.00	0		
164	Hall floor	-	-	-	-	0.00			
		0.00	£0.00	2,500.00	£0.00	2,500.00			
NETT TOTALS			£173,330.62	319,812.00	£170,122.54	187,096.08			

Item 6 Pensions. *Purpose of item: information and decision. Clerk's note: A sum has been included in the 2014/15 budget documents but this is subject to members' approval.*

Pensions Briefing note.

Further information¹ can be supplied if members' wish but the following is a summary of the changes brought about by the Pensions Act 2008.

Prior to the change in the legislation parish councils could only enrol staff in a government approved Superannuation Scheme. The recent change in legislation means that a parish council now has the option of contributing to a 'qualifying scheme'. A new workplace pension scheme, the National Employment Savings Trust (NEST)², has been set up but employers are not required to use NEST if they operate an alternative scheme that meets the statutory criteria. No investigation has yet taken place into what is a 'qualifying scheme'.

The 2008 Act requires all employers to enrol, by April 2017, their eligible workers in and contribute to a qualifying pension scheme. Workers will also be required to contribute to the scheme. However once enrolled they may immediately opt out, if this is the case then every three years the parish council must re-enrol them but again they can opt out.

An eligible worker is:

- Aged between 22 and state pension age.
- Earns more than £8,105 per annum.

There is a staged introduction with HMRC contacting employers 12 months before the qualifying date³ however employers can bring their qualifying date forward if they so wish and as long as they have a qualifying pension scheme in place.

Currently Boxley Parish Council's qualifying date is 1st January 2017.

The parish council's payroll software can cope with pension payments.

Contribution scales.

Up until Oct 2017	Employer	1%
	Employee	0.8%
	HMRC tax relief	0.2%
Oct 2017 - Oct 2018	Employer	2%
	Employee	2.4%
	HMRC tax relief	0.6%
Oct 2018 onwards	Employer	3%
	Employee	4%
	HMRC tax relief	1%

Once in a scheme an employee may make voluntary contributions but the parish council is not required to match these.

Of the current staff only two are eligible, the Clerk and Assistant Clerk. If members' wished to move the enrolment date forward to 1st April 2014 (start of the next financial

¹ NALC Legal Topic Note (LTN79) Staff Pensions

² www.nestpensions.org.uk

³ As set by HMRC

year) this would add £494 to the salary budget. The Clerk has expressed an interest in a pension scheme and a decision is awaited from the Assistant Clerk.

Earmarked reserves - gratuity fund. Due to contractual obligations the gratuity fund will need to remain in the earmarked reserves and may on occasion need to be 'topped up'.

Item 8 Closure of Cooperative Bank Account and opening of new bank account.

*Purpose of item: information and recommendation to the parish council. **Note.** The committee was scheduled for its annual review of the banking arrangements see next item.*

Closure of Cooperative Bank Account and opening of new bank account.

Note by the Clerk:

A briefing report was sent to F&GP Committee members on 17 December however with only half the members replying it was not possible to undertake any majority approved action.

Guidance is sought on the following:

1. Now that members are aware that bank charges will be incurred if they move the account do they still wish to proceed?
2. The parish council is considering internet banking but is currently not in a position to proceed because it is not yet legal and there has been no consideration of risk management. In view of this do members wish to consider the long-term implications and choose a bank that a) initially might have more expensive charges but b) would be the cheapest for internet banking? If this is the case then more investigation is needed.
3. Business accounts are often limited to 3-5 signatories, Could this cause difficulties?

Section 4.1 of the Financial Regulations state that "*banking arrangements shall only be changed by resolution of the Parish Council*". Members will therefore be required to make a recommendation to the Parish Council.

The following is an updated banking costs table first issued 17/12/13

"The following is a breakdown of bank charges for administrating the account should it be placed with one of the following banks. Calculations were based on a September readout as it was not a particularly busy month with allotment payments.

Bank	Fees (all are per transaction unless otherwise stated)				Sept 2013 bank charge calculation
	Cheques	DD/SO/BACS	Monthly fee	Other	
Cooperative	Free	free	N/A		
Barclays	65p (in & out)	35p (in & out)	£6.00	Statement 30p, on-line free.	19.80
Lloyds	In 70p Out - 68p	In- Electronic 20p Out- DD 43p SO 40p BACS 65p*	£5.00		14.47
TSB	In 70p Out - 65p	In- Electronic 20p Out- DD/SO 40p BACS 65p*	£5.00		14.35

NATWEST	In 33p Out 71p	In BACS/DD 22p SO 45p Out BACS/DD 40p SO 45p	£6		18.91
Unity Trust Bank	Free	£200 set up fee. 38p per item First instruction free then £2.50			Ignoring set-up fee. Approx. £16.02.

**A bulk payment, such as a salary run would be 65p plus 15p per item so £3.50 to administer this monthly transaction.*

"Did members consider operating the Cooperative account with monthly transfers of cash from other banks? This would cost in the region of £4.20 per annum against a minimum cost of £172.20 annual bank charge. An issue also arises with regards to 1st April 2014 when the precept arrives as this will exceed the limit on the new Barclays account (£99,000) so even if you keep the Cooperative as an 'accounts clearing' type account only I may need to consider setting up another bank account and you are not supposed to have more than 1 free-banking account and we have 2 (3 if you count Beechen Hall, which I'm not going to)".

Item 9 Policy and procedures reviews. *Purpose of item: Information and decision.*

9.1 Review of banking arrangements. In the light of any decision made on the previous item members' views are sought on all the other banking arrangements that the parish council has.

9.2 Procedure for considering tenders. Report from Cllr Vic Davies.

Contract Awarding Procedure

Difficulties arise when contractors:

- i) Give a "price for the job" without listing and pricing each component of the specification.
- ii) Some contractors change elements of the specification (I believe that some do this to give themselves an advantage) making it difficult to compare quote for quote.

It need not be a problem if a contractor gives a "price for the job", smaller or one man operations are more likely to do this, as long as it is made clear that before any contract is awarded the contractor would be required to give an undertaking that the work would be carried as per specification.

If a contractor considers it desirable to vary a specification then they should be required to quote as per specification with a separate note recommending any variations, the reasons for the recommendations and the effect it will have on the price.

Bearing these comments in mind I think a paragraph should be added to the terms and conditions of tender documents along the lines of:

"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".

When considering quotes Councillors should bear these conditions in mind and award contracts giving best value for money. Also, a second or standby quote should be decided upon in case the selected contractor fails to give the undertaking or does not meet the other requirements.

If these recommendations are acceptable then perhaps the guidance notes should be re-written.

9.3 Grants Policy and Procedure.

Clerk's note: Members' attention is brought to the fact that it is now extending into 2014/15 The Community Chest grant. Initially this was suggested as a one-off grant application but is now being extended into a third year. It is suggested, for reasons of clarity and also to reduce possible duplication, that after 2014/15 if The Community Chest grant is extended then thought is given to having a single application and policy to cover all grant requests.

Current Grants Policy and Procedure

Policy

A grant is any payment or gift made by the Council to an organisation for a specific purpose. Guidance in the Local Government Act section 137 states that grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure." Although this is not directly pertinent because the Council now has power of competency, similar considerations will apply when considering applications.

At the Finance & General Purposes Committee meeting in January an amount will be set in the budget from which grants will be allocated during the following financial year. Once the Grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- If possible, the number, or percentage, of members that belong to the organisation and/or persons expected to benefit living within Boxley Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the PC's Equal Opportunities Policy or give details of their own policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Whilst Boxley Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals.
- A political party.
- Private organisations operated as a business.
- "Upward funders" i.e. local groups where funds raised are sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance & General Purposes Committee.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources and/or by fund raising activities. (The Clerk can advise on alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley Parish Council. Where possible, the Council will affix an appropriate label.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user.

Current Boxley Parish Council Grant Application Form.

Please complete this form and attach any other relevant information and send to Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail clerk@boxleyparishcouncil.org.uk.

Application from

Title/organisation	
Contact details	
Telephone/e-mail	

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

If applicable, registered charity reference number:

Have you included a copy of the last year end accounts? YES/NO

Are there any restrictions placed on who can use/access the services. YES/NO.

If yes, please supply details of the restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or the following (which is the Parish Council's own equal opportunities statement) is signed and returned as an acceptance of the principles:-

"No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity."

Signed..... date.....

Statement of understanding.

I have read and understood the Boxley Parish Council Grants Policy and Procedure and agree that if a grant is awarded the organisation I represent will abide by the conditions therein outlined.

Signed.....date.....
 Organisation.....
 Position in organisation.....

9.4 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 received from an external source for a specific project.
- 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 because the interest attracted can be used to keep the precept down and the parish council can react quickly to a sudden community need.

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

9.5 Annual Health & Safety and Accident Book Review.

A confidential report, with more details, will be submitted to members.

Period covered November 2012 to December 2013.

As required by Parish Council policy an annual report will be produced for the F&GP Committee to allow them to review/sign off on the Council's history of accidents and procedure for dealing with any reports.

This report covers only the accidents or incidents that are the responsibility of the parish council. Accidents or incidents taking place during a private hiring (and which are not related to the fixtures or fittings of the hall) are not recorded here. Details may be kept at the office however this is purely to try to keep track of issues/incidents to see if there are any patterns occurring.

One accident was recorded in the Accident Book during the period.

9.6 F&GPC Policies & Procedures, etc. 2014/15 Calendar.

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.

Members may be asked whether, in the future, a report to a committee can be completed either as 'housekeeping' or biannually rather than annually. If this has been agreed then either **H** or a date will be added to the list on the understanding that members can require it is returned to them for consideration at any time.

January (F&GPC meets)	Review of this document to allow adjustments. Committee review of Financial Regulations (to give notice to March Parish Council) Review of banking arrangements.
Office note	<i>Review Santander investment bond expires 25/04/14</i>

	<i>Review Cooperative 6 month investment bond.</i>
March (F&GPC meets)	Investments. Insurance – annually and every 2-3 years report on whether better service could be provided by another company. Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?
<i>Office note</i>	<i>Arrange for agenda review of earmarked reserves situation. Review fidelity amount to maximum holding.</i>
May (F&GPC meets)	Review Health and Safety Policy Training and Statement of Intent. Petty Cash H. Payment of bills by Direct Debit and Standing Orders list H. (Note: additions are only made with the agreement of members). Review Reserves Policy
<i>Office note</i>	<i>Submit the final Summary of Receipts and Payments include +/- 10% explanation for members. Submit the office produced notes that accompany the EofY audited accounts.</i>
July (F&GPC meets)	Risk Assessment Review audit controls for statement to be produced.
September	Review Grievance Procedure Review Disciplinary Procedure Grant for War Memorial Wreath Annual competency review (health check) Review subscription list (with budget)
November (F&GPC meets)	Review Grants policy & procedure. Review Reserves policy. Review Independent Internal Auditor 2014 Annual review of H&S/accident book. Review Value for Money – Downs Mail (with budget)
<i>Office note</i>	<i>Arrange for agenda item to review the projects being considered by committees.)</i>

9.7 Financial Regulations.

Purpose of report: To consider whether there is a need to update the regulations and to make a recommendation about adoption of the Financial Regulations to the Parish Council.

A copy of the Financial Regulations are enclosed for committee members and are available to other members on request.

For clarity and easier consultation the document has been 'refreshed' with some re-ordering of the items and changes to titles etc. These changes have not been highlighted in this report as the substance of the document was not changed.

The following addition been made:

- The RFO may 'call-in' and ask to be reconsidered any decision made if it is considered that the procedure used to make the decision was not in accordance with the Financial Regulations.

The following amendment, to take into account Dove Hill Allotments and Weaving Diamond Jubilee Orchard, has been made:

- The Estates Committee will undertake Risk Management Assessments for land and property owned by Boxley Parish Council and which comes within the Committee's Terms of Reference.

Item 11 Dove Hill Allotments. *Purpose of item: information and where necessary decisions.*

Dove Hill Allotments rental income. Members' views, for submission to the Estates Committee, are sought on the 'status' of the rental income that will be received from Dove Hill Allotments. As members' are aware some allotments are run by an Allotment Association and this may be something the parish council would consider setting up in two to three years. If an allotment association is set up, and there will be relevant agreements and safeguards, would members' envisage passing on the income already received (less payment for water bills etc.) to the association?

Any income can be placed in earmarked reserves until a decision on an allotment association is made.