



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 10 November 2015 at Beechen Hall, Wildfell Close, Walderslade**, commencing at 7:30pm when it is proposed to transact the following business:

1. Apologies and non-attendance

To receive apologies from members unable to attend.

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

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

3. Minutes of the meeting of 15 September 2015

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 2794/4.1. Purchase of pdf software will be arranged once the Microsoft 10 update has been installed.
- 4.2 Minute 2794/8 Charitable Incorporated Organisations (CIOs) see report (page 3).
- 4.3 Minute 2795/9.1 KALC specific training the logistics of arranging this is being investigated.
- 4.4 Any matters arising from the minutes, not on the agenda.

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

5. Financial report.

- 5.1 Reconciliation of accounts report as at 26 October 2015 (pages 3-4).
- 5.2 Income/Expenditure report as at 26 October 2015 (pages 5-12).
- 5.3 Investment see report (page 13).
- 5.4 South wall repairs Boxley Village Green: to ratify decision to increase the repair fund from the Contingency Fund Budget see report (page 13)

6. Policies and procedures

- 6.1 Disciplinary and Grievance Procedure deferred from last meeting for more discussion see report (pages 13-21).
- 6.2 Recording of meetings of the Parish Council and its Committees and Media Management were reviewed as part of housekeeping and are considered fit for purpose.

Ten minute comfort break (if wanted).

7. Review of banking arrangements

The Unitary Trust Bank Account application is currently being processed by the bank.

8. Investment Opportunities.

To consider the options open to parish councils see report (pages 21-23).

9. Personnel matters

9.1 TOIL, training, leave and leave/sickness cover.

10 Grant Requests

10.1 Friends of Boxley Church, see application (pages 23-24)

10.2 Sandling Village Hall (pages 24-25).

10.3 Friends of Boxley Warren see application (pages 26-27)

10.4 Age Concern (page 28)

11 Draft Budget 2016/2017

Members are invited to submit projects for consideration for the draft budget (enclosed).

12 Matters for Information

None.

13 Date of Next Meeting

Tuesday 12 January 2016 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 4th January.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date: 4 November 2015

Issues to be returned to agenda as they develop: none.

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.

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

Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 10 November 2015.

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

Item 4.2 Minute 2794/8 Charitable Incorporated Organisations (CIOs). Since the last meeting Sandling Village Hall and Weaving Village Hall have twice been contacted to ask whether they wish to take up the parish council's offer to pay for the conversion from a Charitable Trust to CIO.

VVNR will be applying for a grant from the parish council and is currently investigating the legal cost of changing over.

Sandling VH will be changing to a CIO.

Weaving VH are waiting to hear from their Treasurer who is investigating whether it is right for them.

Item 5. Financial report.

Item 5.1. Reconciliation of accounts report as at 31 October 2015

Boxley Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2015

<u>Account Description</u>		<u>Balance</u>
Bank Statement Balances		
1	HSBC General A/C	15,890.66
3	Cooperative Bank	87,901.99
4	HSBC Investment Bond	0.00
5	Satander Investment Bond	75,000.00
6	Barclays Bank	64,638.25
7	Lloyds 3 mths	50,071.84
8	Lloyds Bank 12 mths	25,000.00
9	Nationwide Beechen Hall	40,000.00
10	Nationwide Building Society PC	35,000.00
		393,502.74
Other Bank & Cash Balances		
Petty cash control account 150.00		150.00
		393,652.74
Unpresented Payments		
1	23/10/2015 102687	36.60
3	22/10/2015 22/10/PC01	2,200.92
3	22/10/2015 22/10/PC03	554.27

3	22/10/2015	22/10/PC02	1,197.73	
3	22/10/2015	577PW00105	1,399.08	
3	06/10/2015	501303		80.00
3	23/10/2015	IMPREST 82	22.79	
3	23/10/2015	BINV 36	55.00	
3	23/10/2015	B23/10/TUF	100.00	
3	23/10/2015	30265918-8	503.55	6,149.94
				387,502.80
<u>Receipts not on Bank Statement</u>				
0	31/10/2015	All Receipts Cleared	0.00	
				0.00
Closing Balance				<u>387,502.80</u>
<u>All Cash & Bank Accounts</u>				
		HSBC General Account	15,854.06	
		Unity Trust Account	0.00	
		Co-Op General Account	81,788.65	
		HSBC Investment Bond	0.00	
		Santander Investment Bond	75,000.00	
		Barclays Bank Account	64,638.25	
		Lloyds 3 mth	50,071.84	
		Lloyds 12 Mnths	25,000.00	
		Nationwide Beechen Hall	40,000.00	
		Nationwide Parish Council	35,000.00	
		Other Bank & Cash Balances		<u>150.00</u>
		Total Bank & Cash Balances		<u>387,502.80</u>

Item 5.2 Income/Expenditure report

Boxley Parish Council

Month No :

02/11/2015

7

Detailed Income & Expenditure by Budget Heading 28/10/2015

Committee Report

PARISH COUNCIL		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
100	Parish Office						
4000	Salaries	0	23,969	41,479	17,510	17,510	57.80%
4005	PAYE	0	7,803	13,770	5,967	5,967	56.70%
4010	Pensions	0	528	11,222	10,695	10,695	4.70%
4020	Administration	107	1,038	2,376	1,338	1,338	43.70%
4025	Audit	200	260	431	171	171	60.30%
4030	Books and Publications	0	0	60	60	60	0.00%
4035	Rates	0	973	1,624	651	651	59.90%
4040	Licences/Leases	0	977	2,066	1,089	1,089	47.30%
4045	Subscriptions	0	1,260	1,564	304	304	80.60%
4050	Training/Conferences	0	25	1,000	975	975	2.50%
4055	Travel-Staff	0	338	587	249	249	57.60%
4105	Insurance	0	1,565	0	-1,565	-1,565	0.00%
4210	Contingency Fund	0	649	0	-649	-649	0.00%
Parish Office :- Expenditure		307	39,384	76,179	36,795	36,795	51.70%
Net Expenditure over Income		307	39,384	76,179	36,795		

110 General Parish Council		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4035	Rates	162	162	0	-162	-162	0.00%
4100	Hire of Halls	135	135	356	221	221	37.90%
4105	Insurance	0	0	2,107	2,107	2,107	0.00%
4110	Parish Tour	0	0	375	375	375	0.00%
4115	Publicity	515	2,804	7,670	4,866	4,866	36.60%
4120	Website Admin	0	0	312	312	312	0.00%
4125	Referendum	0	0	15,000	15,000	15,000	0.00%
General Parish Council :- Expenditure		812	3,101	25,820	22,719	22,719	12.00%
Net Expenditure over Income		812	3,101	25,820	22,719		

120 Councillor & Subsistence Allow		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4150	Chairman's Allowance Personal	0	359	616	257	257	58.30%
4155	Chairman's Allowance Civic	0	31	100	70	70	30.50%
4160	Councillor's Allowance/PAYE	0	2,483	5,050	2,567	2,567	49.20%
4165	Subsistence	0	0	100	100	100	0.00%
Councillor & Subsistence Allow :- Expenditure		0	2,873	5,866	2,993	2,993	49.00%
Net Expenditure over Income		0	2,873	5,866	2,993		

		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
130	Finance						
4210	Contingency Fund	0	0	40,000	40,000	40,000	0.00%
4220	Land Aquisition	0	22	63,654	63,632	63,632	0.00%
Finance :- Expenditure		0	22	103,654	103,632	103,632	0.00%
1076	Precept	0	98,481	98,481	0		100.00%
1077	Government Grant	0	2,450	2,450	0		100.00%
1090	Interest Received	0	2,560	2,350	210		108.90%
1100	Parish Service Scheme	0	7,007	14,014	-7,007		50.00%
Finance :- Income		0	110,498	117,295	-6,797		94.20%
Net Expenditure over Income		0	-110,476	-13,641	96,835		

		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
150	Grants						
4270	Other Grants	520	520	6,000	5,480	5,480	8.70%
4275	Walderslade Woods Group	123	5,727	4,975	-752	-752	115.10%
4280	Village Hall Grants	0	500	1,400	900	900	35.70%
4285	Vinters Valley Park LNR	0	2,488	4,975	2,488	2,488	50.00%
4290	Friends of Boxley Warren	0	30	545	515	515	5.50%
Grants :- Expenditure		643	9,265	17,895	8,630	8,630	51.80%
Net Expenditure over Income		643	9,265	17,895	8,630		

ESTATES

220	Burial Ground	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4045	Subscriptions	0	90	92	2	2	97.80%
4420	Admin Fee	0	0	250	250	250	0.00%
Burial Ground :- Expenditure		0	90	342	252	252	26.30%
1200	Burials	0	600	550	50		109.10%
Burial Ground :- Income		0	600	550	50		109.10%
Net Expenditure over Income		0	-510	-208	302		

230	Green Spaces	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4400	Maintenance	27	580	2,500	1,920	1,920	23.20%
4450	Boxley Village Green	0	425	6,000	5,575	5,575	7.10%
4460	WDJ Orchard	0	106	650	544	544	16.30%
Green Spaces :- Expenditure		27	1,111	9,150	8,039	8,039	12.10%
Net Expenditure over Income		27	1,111	9,150	8,039		

240	Grounds Maintenance	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4500	Grounds Maintenance Contract	0	2,912	7,500	4,588	4,588	38.80%
4505	Roundabout Maintenance	0	0	308	308	308	0.00%
Grounds Maintenance :- Expenditure		0	2,912	7,808	4,896	4,896	37.30%
Net Expenditure over Income		0	2,912	7,808	4,896		

250	Street Furniture	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4550	Noticeboards	0	0	1,420	1,420	1,420	0.00%
4555	Seats	0	0	250	250	250	0.00%
Street Furniture :- Expenditure		0	0	1,670	1,670	1,670	0.00%
Net Expenditure over Income		0	0	1,670	1,670		

260	Beechen Hall	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4001	Wages	0	10,213	17,312	7,099	7,099	59.00%
4005	PAYE	0	1,481	2,670	1,189	1,189	55.50%
4010	Pensions	0	152	242	90	90	62.90%
4020	Administration	16	132	357	225	225	37.00%
4025	Audit	200	260	431	171	171	60.30%
4035	Rates	379	2,649	3,819	1,170	1,170	69.40%
4040	Licences/Leases	0	395	787	392	392	50.20%

4105	Insurance	0	944	1,650	706	706	57.20%
4210	Contingency Fund	275	924	6,000	5,076	5,076	15.40%
4605	CCTV/Alarms Maintenance	0	0	942	942	942	0.00%
4610	Consumables	57	416	999	583	583	41.60%
4615	Electricity	0	1,163	2,392	1,229	1,229	48.60%
4620	Gas	0	671	2,430	1,759	1,759	27.60%
4625	Water	246	466	950	484	484	49.00%
4630	Electrical Safety	0	0	205	205	205	0.00%
4635	Fire Safety	55	55	250	195	195	22.00%
4640	Gas Maintenance	0	0	251	251	251	0.00%
4650	Hall Maintenance	0	780	3,150	2,370	2,370	24.80%
4655	Hall Marketing	0	0	125	125	125	0.00%
4656	Hire fee refund	0	18	0	-18	-18	0.00%
4660	Refuse Collections	126	928	1,347	419	419	68.90%
Beechen Hall :- Expenditure		1,354	21,649	46,309	24,660	24,660	46.70%
1230	Hire Fees Casual	1135	11,486	13,095	-2,318		87.70%
1231	PL Insurance Income	16	176	0	166		0.00%
1235	Hire Fees Regular	2,800	18,955	30,500	-12,686		62.10%
1250	Wages - AEC	30	285	150	105		190.00%
Beechen Hall :- Income		3,981	30,901	43,745	-12,844		70.60%
Net Expenditure over Income		-2627	-9,252	2,564	11,816		

270 Beechen Hall projects		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4550	Noticeboards	0	0	1,250	1,250	1,250	0.00%
4710	External Decoration	0	0	1,000	1,000	1,000	0.00%
Beechen Hall projects :- Expenditure		0	0	2,250	2,250	2,250	0.00%
Net Expenditure over Income		0	0	2,250	2,250		

280 Allotments		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
4020	Administration	55	55	250	195	195	22.00%
4105	Insurance	0	270	229	-41	-41	118.00%
4400	Maintenance	684	1,190	910	-280	-280	130.70%
Allotments :- Expenditure		739	1,515	1,389	-126	-126	109.10%
1280	Allotment Income	0	956	960	-4		99.60%
Net Expenditure over Income		739	559	429	-130		

Estates :- Expenditure	2,120	27,276	68,918	41,642	41,642	39.60%
Income	3,981	32,457	45,255	-12,798		71.10%
Net Expenditure over Income	-1692	-5,011	23,663	28,674		

ENVIRONMENT		Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
300	Environment						
4800	Street Maintenance	0	250	3,500	3,250	3,250	7.10%
Environment :- Expenditure		0	250	3,500	3,250	3,250	7.10%
Net Expenditure over Income		0	250	3,500	3,250		
Environment :- Expenditure		0	250	3,500	3,250	3,250	7.10%
Income		0	0	0	0		0.00%
Net Expenditure over Income		0	250	3,500	3,250		

Item 5.3 Investment Bonds as at 31.08.2015

RFOs report.

The Parish Council is now covered by the Financial Services Compensation Scheme. As the maximum compensation payable is £75,000 per banking firm (**not per individual bank or bank account**), in accordance with the parish council's investment policy it is desirable to ensure that the amount held by any one banking firm is below that figure. Currently the financial investments are as set out below.

The three month Lloyds bond was reinvested for a further 3 months at a rate of 0.57%. Metro Bank (not connected to a bank currently being used by the parish council) is now expanding into the south and is opening up a branch in Maidstone. I am tracking a parish council (I know of two) that are looking to set up accounts and will advise members as to whether this might be another investment opportunity.

The committee is asked to ratify the decision to reinvest.

Boxley Parish Council BANK ACCOUNTS as at 31.08.2015

HSBC Beechen Hall	15,854.06	
Unity Trust Bank	£0.00	**
Coop General Account	81,788.65	
Santander Investment Bond (matures Aug 2016)	£75,000.00	
Barclays Bank	£64,638.25	
Lloyds 3 mth (matures 05.02.16)	£50,071.84	
Lloyds 12 mth (matures 11.08.16)	£25,000.00	
Nationwide Beechen Hall 12 mth (matures Aug 2016)	£40,000.00	
Nationwide Parish Council 12 mth (matures Sept 2016)	35,000.00	
Cooperative Investment Bond	£0.00	**
Total in Banks		
Cash	150.00	
GRAND TOTAL (Banks and Cash)	<u>387,502.80</u>	

** Being set up.

Item 5.4 South wall repairs Boxley Village Green: to ratify the Clerk's decision decision to increase the Estates Committees repair fund by viring £4,500 from the Contingency Fund Budget.

Item 6 Policies and procedures reviews

Item 6.1 Disciplinary and Grievance Procedure, deferred from last meeting.

Cllr Ivor Davies suggested that the procedures be split into two documents, the suggested replacement document in italics follows the current document below.

Boxley Parish Council – Disciplinary and Grievance Procedures (current document).

The Parish Council uses the following to set and guide it on matters of policy and procedure for its Disciplinary and Grievance Policy and procedures

- ACAS Statutory Code of Practice on Discipline and Grievance (Secretary of State approved on 6th April 2009).
- ACAS Guide which gives information and guidance on good practice.
If any issue or situation arises that needs clarification then the above 2 documents will be consulted. Mediation, if both parties agree it would be useful, will be considered.

In dealing with Disciplinary action and Disciplinary/Grievance Appeals the following procedure, where possible, will be used.

Disciplinary action. The Chairman will be responsible for the process.

The Disciplinary Appeal Committee will be made up of the Vice Chair of the Parish Council and the 2 Committee Chairs or Vice Chairs if the Chair is unavailable. If any councillor is involved within the disciplinary dispute they are excluded from the process.

Grievance action. The Chairman will be responsible for the process.

The Grievance Appeal Committee will be made up of the Vice Chair of the parish council and the 2 Committee Chairs or Vice Chairs if the Chair is unavailable. Any person named as the cause of the grievance will be excluded from the decision process.

Disciplinary Policy and Procedure.

1. Purpose and scope

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance and this procedure applies to all employees. The aim is to ensure consistent and fair treatment for all in the organisation.

2. Principles

Informal action will be considered, where appropriate, to resolve problems. Often a quiet word is all that is needed, and where appropriate, resolving an issue by informal action may be considered prior to instigating formal procedures.

No disciplinary action will be taken against an employee until the case has been fully investigated.

For formal action the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary meeting.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.

At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary action.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

3. The Procedure

First stage of formal procedure

A first warning for misconduct will be given at an interview, if conduct does not meet acceptable standards.

In the case of first or minor misconduct the council may issue an **Verbal Warning**.

The council will notify the employee of the reason for the warning, the improvement required (if appropriate) and the time period for improvement. The employee will be notified of their right of appeal and that further misconduct/failure to improve will result in more serious disciplinary action. A note confirming the verbal warning will be placed on the employee's personnel file with a copy provided to the employee with notification that the warning will remain in force for six months.

In other cases the council will issue a **Written Warning**

If there is a repetition of earlier misconduct which resulted in an verbal warning or for a different and more serious misconduct. The written warning will set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after a specified period (e.g., twelve CHANGED FROM SIX months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the line manager but will be disregarded for disciplinary purposes after 6 months subject to achieving and sustaining satisfactory conduct or performance.

Dismissal or other sanction

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). Dismissal decisions can only be taken by the Chairman, and the employee will be provided in writing with reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the line manager but will be disregarded for disciplinary purposes after 6 months subject to achievement and sustainment of satisfactory conduct or performance.

The following list contains some examples of misconduct.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet

- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Gross misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct:

- Theft or fraud
- Physical violence or bullying
- Deliberate and serious damage to property
- Serious misuse of an organisation's property or name
- Deliberately accessing internet sites using Parish Council computers containing pornographic, offensive or obscene material
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing the organisation into serious disrepute
- Serious incapability at work brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- A serious breach of health and safety rules
- A serious breach of confidence.

If an individual is accused of an act of gross misconduct, they may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the organisation is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

Appeals

An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Disciplinary Appeals Committee will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

Grievance Policy and Procedure.

Dealing with grievances Informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your manager. You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to your Chairman*. You should stick to the facts and avoid language that is insulting or abusive. *In the case of employees, the Parish Clerk.

Where your grievance is against the Chairman and you feel unable to approach him or her you should talk to the Vice Chair or another Parish Councillor. *In the case of employees if the grievance is against the Parish Clerk you should contact the Chairman of the Parish Council.

Grievance hearing

You will be called to a meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the Chairman Council will give you a decision in writing, normally within 24 hours.

Appeal

If you are unhappy with the decision and you wish to appeal you should let the Chairman/Parish Clerk know.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by the Grievance Appeals committee. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the Chairman will give you a decision, normally within 24 hours. The Grievance Appeal Committees decision is final.

Attached to document are flow charts of processes from ACAS booklets.

SUGGESTED AMENDMENT

Disciplinary Policy & Procedure.

Policy

All employees are to be helped and encouraged to achieve and maintain high standards of conduct, attendance and job performance. However, with the aim of ensuring consistent and fair treatment for all in the organisation, where an employee fails to meet these standards, the procedures set out below will apply.

In setting these procedures the Parish Council has used the following guide it:

- ACAS Statutory Code of Practice on Discipline and Grievance (Secretary of State approved on 6th April 2009).
- The ACAS Guide which gives information and guidance on good practice.

A flow-chart copied from the relevant ACAS booklet is attached for ease of reference.

These documents will be consulted if any issue or situation needs clarification. Mediation, if both parties agree it would be useful, will also be considered.

Procedures

Informal Action

Informal action should be considered to resolve problems. Often a quiet word is all that is needed, and where appropriate, resolving an issue by informal action may be considered prior to instigating formal procedures. A written record should be kept of such informal action

The Formal Action procedure below may be implemented at any stage if the employee's alleged misconduct warrants this.

Formal Action

1. Principles

No disciplinary action will be taken against an employee until the case has been fully investigated by management.

The employee will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made at a disciplinary meeting.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.

At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary action.

2. Responsibility

The Chairman of the Parish Council will be responsible for the process and will, if needed, appoint a Disciplinary Appeal Committee made up of the Vice-Chair of the Parish Council and the two Committee Chairs (or Vice-Chairs if unavailable). Any councillor directly involved in the disciplinary matter will be excluded from the process.

3. The Procedure (see further below for the procedure in cases of Gross Misconduct):

First stage of formal procedure

If conduct does not meet acceptable standards, a first warning for misconduct will be given at an interview. This may take one of three forms:

In the case of first or minor misconduct the council may issue a **Verbal Warning**:

The council will notify the employee of the reason for the warning, the improvement required (if appropriate) and the time period for improvement. The employee will be notified of their right of appeal and that further misconduct/failure to improve will result in more serious disciplinary action. A note confirming the verbal warning will be placed on the employee's personnel file with a copy provided to the employee with notification that the warning will remain in force for six months.

In most other cases the council will issue a **Written Warning**:

If there is a repetition of earlier misconduct which resulted in a verbal warning or for different and more serious misconduct. The written warning will set out the nature of the misconduct and the change in behaviour required together with the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained

satisfactory improvement. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after a specified period (e.g. twelve months).

A Final written warning may be given where:

The offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the line manager but will be disregarded for disciplinary purposes after twelve months subject to the employee achieving and sustaining satisfactory conduct and/or performance.

The following are some examples of misconduct:

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Dismissal or other sanction

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension. Dismissal decisions can only be taken by the Chairman of the Parish Council and the employee will be provided in writing with the reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the line manager but will be disregarded for disciplinary purposes after twelve months subject to achieving and sustaining satisfactory conduct and/or performance.

Gross misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct:

- Theft or fraud
- Physical violence or bullying
- Deliberate and serious damage to property
- Serious misuse of an organisation's property or name
- Deliberately using Parish Council computers or wi-fi to access internet sites containing pornographic, offensive or obscene material
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing the organisation into serious disrepute
- Serious incapability at work brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence

- A serious breach of health and safety rules
- A serious breach of confidence.

If an individual is accused of an act of gross misconduct, they may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure (with right of appeal), the Chairman of the Parish Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

Appeals

An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Disciplinary Appeals Committee will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

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Boxley Parish Council – Grievance Policy & Procedure.

Policy

Anybody working in an organisation may, at some time, have concerns about their work, working conditions or relationships with colleagues that they wish to have addressed and resolved. The following procedure sets out the framework for such resolution. Its aim is to give a fair hearing to the grievance and of ensuring consistent and equal treatment in all cases.

In setting this procedure the Parish Council has used the following as its basis:

- ACAS Statutory Code of Practice on Discipline and Grievance (Secretary of State approved on 6th April 2009).
- The ACAS Guide which gives information and guidance on good practice.

These documents will be consulted if any issue or situation needs clarification. Mediation, if both parties agree it would be useful, will also be considered.

A flow-chart copied from the relevant ACAS booklet is attached for ease of reference.

Procedure

Dealing with grievances informally

Employees having a grievance or complaint to do with their work or the people they work with should, wherever possible, start by talking it over with their manager or the Parish Clerk. Often a quiet word is all that is needed. A written record of the discussion can be made.

Formal grievance procedure

If the matter is serious or the employee wishes to raise the matter formally, the grievance should be set out in a letter addressed to the Parish Clerk, sticking to the facts and avoiding language that is insulting or abusive. If the grievance is against the Parish Clerk the letter should be addressed to the Chairman of the Parish Council.

Grievance hearing

The Chairman of the Parish Council committee will be responsible for the process.

The Grievance Hearing Committee will be made up of the Vice-Chair of the parish council and the two committee chairs (or vice-chairs if unavailable). Any person named as the cause of the grievance will be excluded from the decision process.

The employee will be called, normally within five days, to a meeting with the Hearing Committee to hear and discuss the grievance. The employee has the right to be accompanied by a colleague or trade union representative at this meeting.

After the meeting the chairman of the Hearing Committee will give the employee its conclusions in writing, normally within 24 hours.

Appeal

If the employee is unhappy with the decision and wishes to appeal they should let the Chairman/Parish Clerk know.

The employee will be invited to a meeting of the Grievance Appeals Committee, normally within five days, to have the appeal heard. The employee has the right to be accompanied by a colleague or trade union representative at this meeting. The Grievance Appeals Committee will normally consist of the Chairman of the Parish Council and two other councillors with any councillor involved in the grievance or earlier hearing excluded.

After the meeting the Chairman will give the committee's decision in writing, normally within 24 hours. The Grievance Appeal Committee's decision is final.

Councillors' grievances

A similar procedure will be followed where a parish councillor has a grievance except that the complainant should normally take up the matter with Chairman of the Parish Council. If the grievance is against the Chairman, it is the Parish Clerk that takes the lead.

Item 8 Investment Opportunities. Purpose of item: INFORMATION & DECISION
Item requested at the 15 September F&GP Committee meeting

RFO's briefing note

A local authority has a general power to invest its funds for any purpose relevant to its function and for the **prudent** management of its financial affairs¹. The parish council's duty can be best summarised as that ***it should take no unacceptable risks with public money***. The parish council has to ensure that it acts prudently and that it protects itself and public money by having robust risk assessment management policies and procedures and annual reviews of these documents.

Funds can be:

1. Placed in bank deposit or other short-term savings accounts.
2. Placed with the Local Authority Mutual Trust Fund (LAMIT).
3. Invested in short term investment opportunities, including the money market.
4. Loaned to other local authorities.

¹ Local Government Act 2003 ss 12 & 15

5. Invested in long term investments. This includes stocks and shares, Government Bonds and there are Councils that lease out land, own pubs (although this example is still quite rare), etc.

The italic section below is from the Governance and Accountability for Local Councils and as members will see it mainly deals with the legislation.

A council can theoretically invest in what it likes as long as it acts within the legislation and guidelines. As Boxley Parish Council has the Power of Competence it could invest in physical purchases e.g. for rental income. However professional advice would need to be sought on this because parish councils, unlike businesses, are subject to a zero threshold on VAT rated income (businesses can earn up to a certain threshold before having to levy VAT). The parish council might be able to get around this by setting up a separate business but professional advice would again need to be sought.

If the parish council did have to register for VAT it would become chargeable (currently at 20%) on Hall rental fees and also mean the parish office having to make extra returns to HMRC.

There are parish councils that are VAT registered and Kings Hill Parish Council is probably the nearest example. Parish councils generally register for VAT as they have playing fields for hire (this is not a VAT exempt service), because their income is above a certain level or at some point they have undertaken specific projects and been advised that there is an advantage to be VAT registered – not realising that once a parish council is registered VAT is chargeable on all of its services and that it cannot de-register.

Some notes about investments²

2.29 It is rare for a local council to hold its reserves other than in the form of easily accessible bank deposit or other short-term savings accounts. These short-term investments are often used to maximise income from cash balances during the financial year.

2.30 Occasionally, circumstances require councils to consider making other types of investments, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.

2.31 Long-term investments in assets whose capital values may fluctuate carry considerable risks and require active management. Investment management is a specialist area. Prudent councils will always seek independent professional assistance when developing their investment strategy and before making decisions around this kind of expenditure. Such a strategy will consider whether it is appropriate to retain long term investments, and how to comply with the Secretary of State's investment guidance for local government bodies and relevant legislation³.

*2.32 In deciding whether it is appropriate to make long term investments, the council should first develop an investment strategy. **If total investments are to exceed £500,000 the council must have a written Annual Investment Strategy.** The strategy will set out management arrangements for the investments held and procedures for determining the maximum periods for which funds may prudently be committed. It should ensure and demonstrate that the council has properly assessed the risk of committing funds to longer term investments and properly planned to comply with legislative requirements.*

² Governance and Accountability for Local Councils.

³ In particular, Local Government Act 2003 s16 and Regulation 25 of the Capital Finance Regulations 2003 as amended. [Clerk's note: it appears that these mainly deals with Capital Revenue which the parish council currently does not have]

Part 2 - The annual return and corporate governance

2.33 For annual accounting purposes, all investments by local councils, other than in interest bearing savings accounts, should be identified as long-term investments and recorded as expenditure. Any investment with a maturity longer than 12 months is by definition a long-term investment and thus capital expenditure.

[Clerk's note: this comment has always caused confusion amongst parish councils as it conflicts with a previous statement other than in interest bearing accounts] When forward planning, councils should have regard to the fact that, in general, the acquisition of long-term investment assets reduces available balances and reserves.

2.34 The total proceeds of disposal of an investment should always be recorded as income in the financial year of the disposal. **Where the proceeds of disposal of investments or other assets purchased as capital expenditure⁴ exceed £10,000 and are capital receipts, councils must have regard to and apply the statutory restrictions placed on such receipts.**

2.35 A council may also, on occasion, decide to support its work by making a loan to a local body⁵. This type of investment also creates a long-term asset for accounting purposes. However, such expenditure made by a parish council or charter trustee is not treated as capital expenditure.

2.36 When a council receives shares following a de-mutualisation of a Building Society or similar institution this also creates a long-term asset.

Boxley Parish Council is unusual in having a proactive approach to how it invests its funds. Most parish councils do not have substantial reserves but even when they do they have them in linked bank and reserve accounts attracting very little interest. Many of the comments (I approached 38 Clerks) indicated that there was no active management and they are operating as they have always done.

As RFO I am comfortable with the types of investments that the parish council currently undertakes but I am at the limit of my capabilities. If members wish to investigate more complex issues, and they will need to if the Wildfell Close Development goes ahead, I would highly recommend the employment of independent professional advisers. Even if members are happy with the current methods of investment it might prove beneficial in the long term to obtain advice on what could be available for future needs etc. As RFO I would however remind members the parish council must work to the following rules:

- **It should take no unacceptable risks with public money.**
- **The acquisition of long-term investment assets reduces available balances and reserves.**

Item 10 Grant Requests. Purpose of item: Decision
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RFO report.

The parish council operates two grants/donation budgets.

⁴ Capital income is funds that have come from the sale of a structure or structures such as houses or land and is money that can only be spent on replacement houses or land (Capital Expenditure)

⁵ LAMIT

Village Hall Grants, budget £1,400. This is controlled by the Estates Committee (budget £1,400). £500 of this budget has been spent.

Other grants budget £6,000. This is controlled by the F&GP Committee. Normally this budget would be in the region of £1,000 to £2,000 however last year members decided to incorporate the underspend on the Community Projects budget raising it to £6,000. £520 of this budget has been spent.

10.1 Friends of Boxley Church, see application (page...). No exact sum has been requested but last year the public liability insurance for their events cost £253 and £250 the grant awarded last year. A copy of the accounts are available if members' wish to see them.

Boxley Parish Council Grant Application Form.

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

Application from

Title/organisation	FRIENDS OF BOXLEY CHURCH
Contact details	MRS A MUNSON 10 PRINCES WAY DETLEIGH MAIDSTONE KENT ME14 3LB.
Telephone/email	01634 630231. gillmunson@fastmail.fm

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.

This is a request from the Friends for a grant towards the cost of Public Liability Insurance which we have to take out each year to cover events open to the public. All our events are advertised and open to residents of the Parish of Boxley, e.g. Garden Party, Christmas fair, Carols, Plant Sale, Coffee mornings. Of the committee of 8, 4 are residents within the parish, but all are regular worshippers at Boxley Church.

If applicable, registered charity reference number.

287040

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.
Please supply details of any restrictions.

This application will not be accepted unless the organisations Equal Opportunities Policy of the organisation is attached or the following (which is the Parish Council's equal opportunities statement) is signed 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 A. P. Munson date 23.10.15

Statement of understanding.

I have read and understood the Boxley Parish Council Grants Policy and Procedure

- 10.2 Sandling Village Hall. Are requesting £3,576 (50% of the floor replacement cost) . The Estates Committee has insufficient budget to meet this request. . A copy of the accounts are available if members' wish to see them.

Boxley Parish Council Village Hall Grant Application Form

Please complete this form and attach any other relevant information and send 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	MR STEVE AXEHURST 21 GREY WETHERS SANDLING MAIDSTONE ME14 3DW
Telephone/email	01622 663743 steve.akehurst@hotmail.co.uk

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.

Project works Circa £6,000 + VAT SANDLING VILLAGE HALL
would be looking for a 50% grant from BOXLEY PARISH COUNCIL
Project : - To replace the main hall floor as the existing floor
is starting to crack and lift causing a H+S risk.
Replacing the floor will ensure continued and future use of the village
hall.

Have you attached details of the grant requests to other external sources or fund raising activities undertaken? YES/NO

Are you aware whether you have been successful? ~~YES~~/NO

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

Have you supplied a copy of your hire fees? YES/NO To follow

Are there any restrictions placed on who can use/access the services. ~~YES~~ NO
Please supply details of any restrictions.

If applicable, registered charity reference number. 234336

This application will not be accepted unless the Equal Opportunities' Policy of the organisation is attached or the following (which is the Parish Council's equal opportunities statement) is signed 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, [Signature] date, 2/11/2015

- 10.3 Friends of Boxley Warren. An Awards for All grant application is being made and members may wish to agree a in principle sum. Awards for All do encourage some form of other financial support.

Boxley Parish Council Grant Application Form.

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

Application from

Title/organisation	FRIENDS OF BOXLEY WARREN.
Contact details	8. THE SPINNEY WALDERSlade CHATHAM KENT ME5 9JP.
Telephone/email	01634 861579 07753992550 wendrobhinder@gmail.com

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.

Statement attached.

If applicable, registered charity reference number.

N/A

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

~~YES~~/NO

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

~~YES~~/NO.

This application will not be accepted unless the organisations Equal Opportunities Policy of the organisation is attached or the following (which is the Parish Council's equal opportunities statement) is signed 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 14.10.15

Statement of understanding.

I have read and understood the Boxley Parish Council Grants Policy and Procedure

Supporting statement

This will enable the Friends of Boxley Warren to create some new view points along the North Downs Way which will include Hazel coppice restoration and the creation of coppice rotation.

We have the necessary tools to do the work but will require financial input to cover the costs that will be incurred to clear certain large trees that are in between the hazel that exists on the sites. Chain saw qualification has been part funded by the group to an individual to assist in this clearance.

This will be a sustainable operation that will enable the Hazel to be crop rotated and hopefully become economically sustainable. This is hoped that it will lead to a financial gain that can then be used toward other works on the site and enable us to link in with other volunteer groups.

The financial implications are as follows:-

Creating Hazel Coppice No 1 - £1500

Creating Hazel Coppice No 2 - £1500

Creation of Viewpoint - £1000

Stump treatment of trees above 75mm - £600

Total £4600

We have £500 in our reserves to get us started and I have approached Mid Kent Downs with regard to getting a grant toward this cost. I was subsequently informed by Sally Evans that they have an application already in to KCC and have passed stage one for a total of £600,000 and they have earmarked the Boxley Warren to be a part of this funding. I would therefore crave the indulgence of the Parish Council to part fund our request to the sum of £2300.

Bob Hinder

Chair Friends of Boxley Warren

14th October 2015

- 10.4 Age Concern has inquired whether BPC will buy a tablet for them to use at the Wednesday and Friday mornings. The tablet would remain the property of the parish council but would allow them to use the free wifi. The grant application has been supplied to the organiser and it will be bought to the meeting if received in time.