



Clerk – Mrs Pauline Bowdery
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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To all members of the Council, public and press

7 September 2015

There will be a meeting of the **Finance and General Purposes Committee** on **Tuesday 15 September 2015** at the Parish Office, Beechen Hall, Wildfell Close, Walderslade **commencing at 7.00 p.m.**

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 14 July 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 2778/5.2. Purchase of pdf software is being arranged.

4.2 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 31 August 2015 (pages 3-4).

5.2 Income/Expenditure report as at 31 August 2015 (pages 5-12).

5.3 Investment Bonds see report (page 13).

6. Policies and procedures

6.1 Disciplinary and Grievance Procedure see report (pages 13-17).

6.2 Financial investment (new) see report (pages 17-19).

6.3 Annual Competency Review see report (page 19).

7. Review of banking arrangements

The Unitary Trust Bank Account application has been submitted and is currently being processed by the bank.

8. Charitable Incorporated Organisations (CIOs)

To supply an update on the Trusts approached and to decide further action see report (pages 19-20).

9. Personnel matters

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

9.2 KALC specific training see report (page 20).

10 Grant Requests

10.1 Grove Green Community Hall see report (page 20).

10.2 Heart of Kent Hospice see report (page 20).

10.3 War Memorial. To agree the purchase of a wreath.

11 Draft Budget 2016/2017

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

12 Matters for Information

None.

13 Date of Next Meeting

Tuesday 10 November 2015 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 2 November.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

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 15 September 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 5. Financial report.

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

Date: 31.08.2015 **Boxley Parish Council**

Bank Reconciliation Statement as at: 31/08/2015 for Cash Book 1 HSBC General

Account

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|------------------------------------|----------------|---------|---------------|
| HSBC General A/C | 31.08.2015 | 395 | 15,544.81 |
| Unpresented Cheques (Minus) Amount | | | <u>120.00</u> |
| | | | 15,424.81 |
| Receipts not Banked/Cleared (Plus) | | | <u>0.00</u> |
| | | | 15,424.81 |
| Balance per Cash Book is | | | :- 15,424.81 |
| Difference is | | | :- 0.00 |

Bank Reconciliation Statement as at: 31/08/2015 for Cash Book 3 Co-Op General

Account

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|------------------------------------|-------------------|---------|-------------|
| Cooperative Bank | <u>31/08/2015</u> | 1120 | 132,516.05 |
| Unpresented Cheques (Minus) Amount | | | <u>0.00</u> |
| | | | 132,516.05 |
| Receipts not Banked/Cleared (Plus) | | | <u>0.00</u> |
| | | | 132,417.39 |
| Balance per Cash Book is :- | | | 132,417.39 |
| Difference is :- | | | 98.66 |

Explanation of anomaly. On 28/08/2015 a payment of £98.66 was received from the Pensions Company which is the sum paid out to them on 22/08/2015. The company will be contacted for an explanation as to why the payment appears to have been returned.

Bank Reconciliation Statement as at: 31/08/2015 for Cash Book 5 Santander 12 Mth

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|------------------------------------|-------------------|---------|-------------|
| Santander 12 mth. account | <u>31/08/2015</u> | 5267 | 75,000.00 |
| Unpresented Cheques (Minus) Amount | | | <u>0.00</u> |
| | | | 75,000.00 |
| Receipts not Banked/Cleared (Plus) | | | <u>0.00</u> |
| | | | 75,000.00 |
| Balance per Cash Book is :- | | | 75,000.00 |
| Difference is :- | | | 0.00 |

Bank Reconciliation Statement as at: 31/08/2015 for Cash Book 6 Barclays Bank

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|------------------------------------|-------------------|---------|-------------|
| Barclays Bank. account | <u>31/08/2015</u> | 13 | 64,638.25 |
| Unpresented Cheques (Minus) Amount | | | <u>0.00</u> |
| | | | 64,638.25 |
| Receipts not Banked/Cleared (Plus) | | | <u>0.00</u> |
| | | | 64,638.25 |
| Balance per Cash Book is :- | | | 64,638.25 |
| Difference is :- | | | 0.00 |

Bank Reconciliation Statement as at: 31/08/2015 for Cash Book 7 Lloyds 3 mth

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|------------------------------------|-------------------|---------|-------------|
| Lloyds 3 mths | <u>31/08/2015</u> | 515 | 50,000.00 |
| | | | 50,000.00 |
| Unpresented Cheques (Minus) Amount | | | <u>0.00</u> |
| | | | 50,000.00 |
| Receipts not Banked/Cleared (Plus) | | | <u>0.00</u> |
| | | | 50,000.00 |
| Balance per Cash Book is :- | | | 50,071.84 |
| Difference is :- | | | 71.84 |

Explanation of anomaly. On 05/08/2015 interest of £71.84 was received and reinvested. The office is currently waiting for a requested updated statement.

Bank Reconciliation Statement as at: 31/08/2015 for Cash Book 8 Lloyds 12 mth

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|------------------------------------|-------------------|---------|-------------|
| Lloyds 3 mths | <u>31/08/2015</u> | 515 | 25,000.00 |
| | | | 25,000.00 |
| Unpresented Cheques (Minus) Amount | | | <u>0.00</u> |
| | | | 25,000.00 |
| Receipts not Banked/Cleared (Plus) | | | <u>0.00</u> |
| | | | 25,000.00 |
| Balance per Cash Book is :- | | | 25,000.00 |
| Difference is :- | | | 0.00 |

Bank Reconciliation Statement as at: 31/08/2015 for Cash Book 7 Nationwide 12mth

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|------------------------------------|-------------------|---------|-------------|
| Nationwide BH 12mths | <u>31/08/2015</u> | 2 | 40,000.00 |
| | | | 40,000.00 |
| Unpresented Cheques (Minus) Amount | | | <u>0.00</u> |
| | | | 40,000.00 |
| Receipts not Banked/Cleared (Plus) | | | <u>0.00</u> |
| | | | 40,000.00 |
| Balance per Cash Book is :- | | | 40,000.00 |
| Difference is :- | | | 0.00 |

Item 5.2 Income/Expenditure report

10:30

07/09/2015

Month No : 5

Detailed Income & Expenditure by Budget Heading 31/08/2015

Committee Report

Parish Council

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|------------------------------------|------------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 100 | Parish Office | | | | | | |
| 4000 | Salaries | 3,398 | 17,116 | 41,479 | 24,363 | 24,363 | 41.30% |
| 4005 | PAYE | 1,114 | 5,586 | 13,770 | 8,184 | 8,184 | 40.60% |
| 4010 | Pensions | 77 | 386 | 11,222 | 10,836 | 10,836 | 3.40% |
| 4020 | Administration | 138 | 801 | 2,376 | 1,575 | 1,575 | 33.70% |
| 4025 | Audit | 0 | 60 | 431 | 371 | 371 | 13.90% |
| 4030 | Books and Publications | 0 | 0 | 60 | 60 | 60 | 0.00% |
| 4035 | Rates | 162 | 811 | 1,624 | 813 | 813 | 49.90% |
| 4040 | Licences/Leases | 0 | 977 | 2,066 | 1,089 | 1,089 | 47.30% |
| 4045 | Subscriptions | 0 | 1,211 | 1,564 | 353 | 353 | 77.40% |
| 4050 | Training/Conferences | 0 | 25 | 1,000 | 975 | 975 | 2.50% |
| 4055 | Travel-Staff | 26 | 233 | 587 | 354 | 354 | 39.70% |
| 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 | | <u>4,916</u> | <u>29,419</u> | <u>76,179</u> | <u>46,760</u> | <u>46,760</u> | 38.60% |
| Net Expenditure over Income | | 4,916 | 29,419 | 76,179 | 46,760 | - | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|---|---------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 110 General Parish Council | | | | | | | |
| 4100 | Hire of Halls | 0 | 0 | 356 | 356 | 356 | 0.00% |
| 4105 | Insurance | 0 | 0 | 2,107 | 2,107 | 2,107 | 0.00% |
| It appears to be an anomaly that there are two entries, one here and one above this will be investigated as the budget figure isn't with the expenditure figure | | | | | | | |
| 4110 | Parish Tour | 0 | 0 | 375 | 375 | 375 | 0.00% |
| 4115 | Publicity | 280 | 1,591 | 7,670 | 6,079 | 6,079 | 20.70% |
| 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 | | 280 | 1,591 | 25,820 | 24,229 | 24,229 | 6.20% |
| Net Expenditure over Income | | 280 | 1,591 | 25,820 | 24,229 | | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|---|-------------------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 120 Councillor & Subsistence Allow | | | | | | | |
| 4150 | Chairman's Allowance Personal | 51 | 257 | 616 | 359 | 359 | 41.70% |
| 4155 | Chairman's Allowance Civic | 20 | 28 | 100 | 73 | 73 | 27.50% |
| 4160 | Councillor's Allowance/PAYE | 358 | 1,789 | 5,050 | 3,261 | 3,261 | 35.40% |
| 4165 | Subsistence | 0 | 0 | 100 | 100 | 100 | 0.00% |
| Councillor & Subsistence Allow :- Expenditure | | 429 | 2,073 | 5,866 | 3,793 | 3,793 | 35.30% |
| Net Expenditure over Income | | 429 | 2,073 | 5,866 | 3,793 | | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | 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 | 1,665 | 2,553 | 2,350 | 203 | | 108.60% |
| 1100 | Parish Service Scheme | 0 | 7,007 | 14,014 | -7,007 | | 50.00% |
| Finance :- Income | | 1,665 | 110,491 | 117,295 | -6,804 | | 94.20% |
| Net Expenditure over Income | | -1,665 | -110,469 | -13,641 | 96,828 | | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|------------------------------------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 150 Grants | | | | | | | |
| 4270 | Other Grants | 0 | 0 | 6,000 | 6,000 | 6,000 | 0.00% |
| 4275 | Walderslade Woods Group | 122 | 1,060 | 4,975 | 3,915 | 3,915 | 21.30% |
| 4280 | Village Hall Grants | 0 | 0 | 1,400 | 1,400 | 1,400 | 0.00% |
| 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 | | 122 | 3,578 | 17,895 | 14,317 | 14,317 | 20.00% |
| Net Expenditure over Income | | 122 | 3,578 | 17,895 | 14,317 | | |

| | | | | | | |
|-------------------------------|--------------|----------------|----------------|---------------|---------|--------|
| Parish Council :- Expenditure | 5,747 | 36,683 | 229,414 | 192,731 | 192,731 | 16.00% |
| Income | <u>1,665</u> | <u>110,491</u> | <u>117,295</u> | <u>-6,804</u> | | 94.20% |
| Net Expenditure over Income | 4,082 | -73,808 | 112,119 | 185,927 | | |

Estates

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

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|------------------------------------|----------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 230 Green Spaces | | | | | | | |
| 4400 | Maintenance | 184 | 450 | 2,500 | 2,050 | 2,050 | 18.00% |
| 4450 | Boxley Village Green | 0 | 425 | 6,000 | 5,575 | 5,575 | 7.10% |
| 4460 | WDJ Orchard | <u>0</u> | <u>41</u> | <u>650</u> | <u>609</u> | <u>609</u> | 6.30% |
| Green Spaces :- Expenditure | | <u>184</u> | <u>916</u> | <u>9,150</u> | <u>8,234</u> | 8,234 | 10.00% |
| Net Expenditure over Income | | 184 | 916 | 9,150 | 8,234 | | |

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

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|------------------------------------|--------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 250 Street Furniture | | | | | | | |
| 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 | | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|-------------------------|----------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 260 Beechen Hall | | | | | | | |
| 4001 | Wages | 1,455 | 7,245 | 17,312 | 10,067 | 10,067 | 41.90% |
| 4005 | PAYE | 203 | 1,056 | 2,670 | 1,614 | 1,614 | 39.60% |
| 4010 | Pensions | 22 | 108 | 242 | 134 | 134 | 44.80% |
| 4020 | Administration | 0 | 101 | 357 | 256 | 256 | 28.30% |
| 4025 | Audit | 0 | 60 | 431 | 371 | 371 | 13.90% |
| 4035 | Rates | 379 | 1,892 | 3,819 | 1,927 | 1,927 | 49.50% |

| | | | | | | | |
|--|-------------------------|--------------|---------------|---------------|----------------|---------------|----------------|
| 4040 | Licences/Leases | 0 | 395 | 787 | 392 | 392 | 50.20% |
| 4105 | Insurance | 0 | 944 | 1,650 | 706 | 706 | 57.20% |
| It appears that an incorrect split of the 2014/15 insurance invoice resulted in an incorrect forecast for this year's budget resulting in an inflated budget figure. | | | | | | | |
| 4210 | Contingency Fund | 0 | 649 | 6,000 | 5,351 | 5,351 | 10.80% |
| 4605 | CCTV/Alarms Maintenance | 0 | 0 | 942 | 942 | 942 | 0.00% |
| 4610 | Consumables | 125 | 326 | 999 | 673 | 673 | 32.70% |
| 4615 | Electricity | 0 | 639 | 2,392 | 1,753 | 1,753 | 26.70% |
| 4620 | Gas | 0 | 0 | 2,430 | 2,430 | 2,430 | 0.00% |
| 4625 | Water | 220 | 220 | 950 | 730 | 730 | 23.20% |
| 4630 | Electrical Safety | 0 | 0 | 205 | 205 | 205 | 0.00% |
| 4635 | Fire Safety | 0 | 0 | 250 | 250 | 250 | 0.00% |
| 4640 | Gas Maintenance | 0 | 0 | 251 | 251 | 251 | 0.00% |
| 4650 | Hall Maintenance | 25 | 687 | 3,150 | 2,463 | 2,463 | 21.80% |
| 4655 | Hall Marketing | 0 | 0 | 125 | 125 | 125 | 0.00% |
| 4656 | Hire fee refund | 0 | 18 | 0 | -18 | -18 | 0.00% |
| 4660 | Refuse Collections | <u>145</u> | <u>696</u> | <u>1,347</u> | <u>651</u> | <u>651</u> | 51.60% |
| Beechen Hall :- Expenditure | | <u>2,573</u> | <u>15,037</u> | <u>46,309</u> | <u>31,272</u> | <u>31,272</u> | 32.50% |
| | | | | | | | |
| 1230 | Hire Fees Casual | 1,794 | 9,063 | 13,095 | -4,032 | | 69.20% |
| 1231 | PL Insurance Income | 58 | 138 | 0 | 138 | | 0.00% |
| 1235 | Hire Fees Regular | 1,317 | 12,143 | 30,500 | -18,357 | | 39.80% |
| 1250 | Wages - AEC | <u>60</u> | <u>195</u> | <u>150</u> | <u>45</u> | | 130.00% |
| Beechen Hall :- Income | | <u>3,229</u> | <u>21,538</u> | <u>43,745</u> | <u>-22,207</u> | | 49.20% |
| | | - | - | - | - | | |
| Net Expenditure over Income | | -656 | -6,500 | 2,564 | 9,064 | | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|--------------------------------------|---------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 270 Beechen Hall projects | | | | | | | |
| 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 | | <u>0</u> | <u>0</u> | <u>2,250</u> | <u>2,250</u> | 2,250 | 0.00% |
| Net Expenditure over Income | | 0 | 0 | 2,250 | 2,250 | | |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Funds Available | % of Budget |
|---------------------------|----------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------|----------------|
| 280 Allotments | | | | | | | |
| 4020 | Administration | 0 | 0 | 250 | 250 | 250 | 0.00% |
| 4105 | Insurance | 0 | 270 | 229 | -41 | -41 | 118.00% |
| 4400 | Maintenance | <u>491</u> | <u>506</u> | <u>910</u> | <u>404</u> | <u>404</u> | 55.60% |
| Allotments :- Expenditure | | <u>491</u> | <u>776</u> | <u>1,389</u> | <u>613</u> | 613 | 55.90% |

| | | | | | | | |
|------------------------------------|------------------|-------------|-------------|------------|------------|--|--------|
| 1280 | Allotment Income | 900 | 926 | 960 | -34 | | 96.40% |
| Allotments :- Income | | <u>900</u> | <u>926</u> | <u>960</u> | <u>-34</u> | | 96.40% |
| | | | | | | | |
| Net Expenditure over Income | | -409 | -149 | 429 | 578 | | |

| | | | | | | | |
|------------------------------------|--|---------------------|----------------------|----------------------|-----------------------|---------------|---------------|
| Estates :- Expenditure | | 6,160 | 19,732 | 68,918 | 49,186 | 49,186 | 28.60% |
| Income | | <u>4,129</u> | <u>23,064</u> | <u>45,255</u> | <u>-22,192</u> | | 51.00% |
| Net Expenditure over Income | | 2,030 | -3,332 | 23,663 | 26,995 | | |

Environment

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

| | | | | | | |
|------------------------------------|----------|----------|--------------|--------------|-------|-------|
| Environment :- Expenditure | 0 | 0 | 3,500 | 3,500 | 3,500 | 0.00% |
| Income | 0 | 0 | 0 | 0 | | 0.00% |
| Net Expenditure over Income | 0 | 0 | 3,500 | 3,500 | | |

Item 5.3 Investment Bonds as at 31.08.2015

Clerk's report.

Currently the financial investments are as set out below. With Boxley Parish Council now coming under the Financial Services Compensation Scheme (maximum compensation is £75,000 per bank **not per individual bank accounts**) it was prudent to spread the risk by opening another investment account and reducing where possible amounts held in any one bank to approximately £75,000. This is also in accordance with the parish council's investment policy.

Boxley Parish Council BANK ACCOUNTS as at 31.08.2015

| | | |
|---|-------------------|----|
| HSBC Beechen Hall | £15,424.81 | |
| Unity Trust Bank | £0.00 | ** |
| Coop General Account | £132,417.39 | * |
| Santander Investment Bond (matures Aug 2016) | £75,000.00 | |
| Barclays Bank | £64,638.25 | |
| Lloyds 3 mth (matures 05.11.15) | £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) | £0.00 | * |
| Cooperative Investment Bond | £0.00 | ** |
| Total in Banks | | |
| Cash | 150.00 | |
| GRAND TOTAL (Banks and Cash) | 402,702.29 | |

* £35,000 moved from Cooperative Bank Account into Nationwide PC account on 03.09.2015. Additional movements from Cooperative Bank Account is planned.

** Being set up.

Item 6 Policies and procedures reviews

6.1 Disciplinary and Grievance Procedure (review)

Clerk's note: It is considered, after research, that the current policy has focused on investigating gross misconduct and would be strengthened by a section dealing with misconduct and conduct that warrants an Oral Warning rather than a written warning. Relevant sections have been added and are shown by

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ADDITION
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Boxley Parish Council – Disciplinary and Grievance Procedures. (Current)

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.

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ADDITION. In the case of first or minor misconduct the council may issue an

Oral 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 oral 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 oral warning or for a different and more serious misconduct. The written warning

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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.

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ADDITION.

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.

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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 of flow charts of processes from ACAS booklets.

6.2 Financial investment (new)

Clerk's note: A recent question from Cllr Dengate highlighted the fact that the F&GP Committee and Parish Council would benefit from a single document that contained the various guidelines, instructions and standards set by the Government and council when dealing with investments. The parish council currently has an investment strategy and this is reviewed annually. It is suggested that this strategy be enhanced with additional information.

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.

NEW

Investment standards and Guidance

Financial investment of public money

The parish council is required to conform to numerous legislation, regulations and guidance with these setting out the requirements and expectations of financial

management and control. These do not however give specific guidance on how and when investments are made, this is left up to the parish council to decide, although there are some implications for the End of Year Audit if investments of more than 2 years are made.

The parish council's role can be best summarised as *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 the public money, by having robust risk assessment management documents and annual reviews of these documents.

To comply with the requirement to protect public money but also to ensure that where possible unallocated funds are proactively managed Boxley Parish Council has identified the following as good practice:

- Investment of unallocated funds to attract interest and spread risk is acceptable.
- Investments are to be agreed by the F&GP Committee or, in the case of the sum invested from the Beechen Hall bank account, the Estates Committee which should receive reports on the investments at each of its meetings.
- The Clerk as RFO will advise members on potential investment opportunities and councillors can make suggestions to her.
- Investments will be spread between banks to minimise risk and the Clerk will investigate and advise members on bank ownership to ensure that investments are not made into a bank/building society which is owned by another bank that has already received parish council funds.
- Where possible the amount invested will be no higher than £75,000 this being the maximum amount (per bank) paid by the Financial Services Compensation Scheme should a bank or building society fail. **Clerk's note: this is new, parish councils have received cover since new European legislation came into effect on 3/7/15. To receive this cover the parish council's income and expenditure must not exceed £400,000.**
- Investments will only be made into banks/building societies that are listed on the Financial Conduct Authority (FCA) website.
- Investments can be short or long term but generally no longer than 18 months (although this is subject to review).
- When suggesting investments the Clerk will undertake an overview of the parish council's future financial needs to ensure that sufficient funds are available for the work and projects committed to by the parish council.
- Decisions on where to invest funds will, wherever possible, be made at a public meeting however should investments mature between meetings then the decision will be ratified at the next meeting of the F&GP or Estates Committee. Permission to invest will be approved by members of the F&GP or in the case of the Beechen Hall investment the Estates Committee, either by e-mail or telephone, after they have received a briefing note/explanation from the Clerk.
- All investments will be made in the name of Boxley Parish Council or Boxley Parish Council Beechen Hall.
- The Financial Regulations requirement for 2 signatures will be adhered to.
- The parish council will monitor the financial markets and will hold an immediate review of any investments that are in a bank or building society if that organisation appears to be in financial trouble.

Unless there is reinvestment Money Laundering Regulations require that maturing funds are returned to the bank of origin and in this case the Cooperative Bank Account

holding may fluctuate and be above the £75,000 Financial Services Compensation amount and above the £30,000 threshold currently identified by the F&GP Committee.

Item 6.3 Annual Competency review/statement

The Clerk is tasked with undertaking an audit of the working of the parish council's committees and councillors are also encouraged to take a few moments to reflect on the previous work of their committee. The purpose of the audit is to highlight any strengths, good working practices, weaknesses and/or poor working practices with an aim to improve the procedures and the way the committee works. Where weaknesses are identified action points have been suggested.

Clerk's report: The issues dealt with by this committee are often complicated and require members to concentrate for quite lengthy periods as they deal with quite complex financial situations. The pressure of managing and controlling the parish council's funds and reserves also puts additional strain on individual members. The hard work of this committee is commended.

Generally the committee works very well with decisions made in good time to meet deadlines etc. Where a weakness has been identified action points have been suggested. Last year there were 3 weaknesses identified and members agreed action which has been taken, however members should remain vigilant to the fact that they work under a lot of pressure and should try to stay on track with the agenda but also not be afraid to ask for a small break if it is a particularly heavy agenda.

Strengths:

- Procedures' and working practices are fit for purpose and generally have adequate in-built flexibility to allow work to progress. This committee runs a very tight and robust system for managing and controlling the parish council's finances.
- Members are open to suggestions for change, open to constructive criticism, willing to improve where they identify need and also willing to set a high standard and strive to reach it.
- Councillors are kind and respectful of each other and of their colleagues' views and work well as a team.

Weakness:

- The committee is primarily made up of the chairmen and vice-chairmen of committees and not necessarily of people that would volunteer to work with finance. This is not to imply that they are not up to the task but with some very strong financially minded members a tendency to let other members take the lead might creep in resulting in a member gradually becoming used to not fully participating. **Action: All councillors are encouraged to participate in the discussions and are welcome to visit the office if they wish to work more slowly through issues.**
- Training. **Action (already taken) is that KALC training, when offered is to be identified to members.**

Clerk's comment: Committee chairmen are encouraged to pass on suggestions, be they from themselves or from members, about how the office support and service to their committee may be improved or enhanced.

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| Item 8 Charitable Incorporated Organisations (CIOs). Purpose of item: Decision and information |
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At a previous meeting the Committee decided, in principle, to pay for parish organisations to convert from Charitable Trusts to CIOs.

Grove Green CH had already started the process and the cost of the conversion will be in the region of £1,500.

Vinters Valley Nature Reserve has informally agreed the change but needs to make this formal and to notify the parish council of this.

Weaving Hall has decided not to take up the offer.

Sandling Village SH has failed to respond to the reminder e-mail sent out on 11 August 2015 and its next meeting is in October.

Due to the uniqueness of each Charitable Trust the Clerk could not obtain quotes for the work. The solicitor working for Grove Green CH has responded that if the hall Trust Deeds were similar then the cost for the work on additional halls would be reduced as he would be repeating work but he was unable to give an indication of the possible saving. Two other solicitors failed to respond to the enquiry from the Clerk.

Vinters Valley Nature Reserve is significantly different from Hall Trusts as it has legal agreements with KCC and MBC. Its bill for conversion may be higher.

Item 9 Personnel matters

9.2 Training.

To consider the following response, to the request for evening training sessions, from KALC has been received.

*"It may well be possible for David Buckett to run **F101 & F111** (the basic Finance combination of modules that forms the foundation course for officers and members in LC Finance) at a local venue for you and at a time that mutually suits. The usual offer here is that if you provide the venue for free we can do the rest providing you can provide 10 takers (we charge half price £36 per delegate) i.e. £336 and then we "sell " the remaining 15 places at the full £72 (these will be recruited from the wider area). The viability point would be your 10 plus 5 additional delegates. We however need to nail down the date (preferably several options) so David is happy and then we need to look at getting it up on our WWW and recruiting: so a month to 6 weeks run is required). The delegates receive a pack and also refreshments (sandwich snack) and the 3 hours forms a theory session supported by a workshop. The feedback has been excellent. It is usually possible to time these vents for a morning; afternoon or evening. I would point out that next Friday at Lenham David will be running the above at the Cllrs Conference in the PM slot and of course anyone attending will also have access to the other training and papers in the main hall plus a full lunch: so probably a better value option although as you say travelling maybe an issue: so in short: happy to look at this. I have CCd David in so he is aware.*

Let me know in due course what you think."

Boxley Parish Council has elections scheduled for May 2016.

Item 10 Grant Requests. Purpose of item: Decision

10.1 Grove Green Community Hall. A grant request for up to £1,500 for legal fees for converting the Charitable Trust to Charitable Incorporated Organisation. Due to the nature of the work it is suggested that devolved power is given to the Clerk to release the exact amount, if lower than £1,500, on production of an invoice. The committee is also asked to agree to staged payments if GGCH Chairman requests.

10.2 Heart of Kent Hospice. A grant request has been received but it is not on the parish council's application form. The charity has been notified of this and provided with copies of the application form. The details will be submitted to members if the form is received. A copy of the original letter is enclosed for F&GP Committee members and is available on request to non-members.