



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ☒ clerk@boxleyparishcouncil.org.uk

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 12 January 2016 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 meetings of 10 November and 7th December 2015

To consider the minutes of the meetings and if in order to sign as a true record (previously circulated).

4. Matters Arising From the Minutes

4.1 Minute 2813/4.1. Purchase of pdf software. This will be arranged and installed before the next meeting.

4.2 Minute 2813/4.2 Charitable Incorporated Organisations (CIOs). All organisations have now committed to this change and have contacted the solicitor.

4.3 Minute 2813/4.3 KALC specific training. The logistics of arranging this to take place after the May elections will be 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 31 December 2015 (pages 3-4).

5.2 Investment see report (page 4).

5.3 Income/Expenditure report as at 31 December 2015 (pages 5-12).

6. 2016/2017 Budget.

To discuss the draft budget and agree recommendations to the Parish Council on the adoption of the budget and the precept to be set, details enclosed for members and a minor adjustment has been made see report (page 13). A resolution along the lines of ***"The budget is recommended to the Parish Council and that a precept of £98,481 including local council supplement of £2,062 be set"*** will be considered.

7. Policies and procedures reviews.

7.1 Review of banking arrangements see report (page 13).

7.2 Annual Health & Safety and Accident Book Review see report (page 13).

7.3 F&GPC Policies & Procedures, etc. 2016/17 Calendar (review) see report (pages 13-14).

7.4 Committee review of Financial Regulations (to give notice to March Parish Council meeting) see report (page 14).

Ten minute comfort break (if wanted).

8. Reserves.

To consider the presentation of the parish council's reserves see report (pages 14-18).

9. Personnel matters

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

10 Grant Requests

10.1 Age Concern see report (pages 18-20)

10.2 Vinters Valley Trust see report (pages 20-21)

11 Matters for Information

None.

12 Date of Next Meeting

Tuesday 15 March 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 7th March.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date: 5 January 2016

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 12 January 2016.

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 December 2015

<u>Account Description</u>		<u>Balance</u>
<u>Bank Statement Balances</u>		
1	HSBC General A/C	19,708.97
3	Cooperative Bank	62,322.41
4	HSBC Investment Bond	0.00
5	Satander Investment Bond (matures Aug 2016)	75,000.00
6	Barclays Bank	64,638.25
7	Lloyds 3 mths (matures 05.02.16)	50,153.88
8	Lloyds Bank 12 mths (matures 11.08.16)	25,000.00
9	Nationwide Beechen Hall (matures Aug 2016)	40,000.00
10	Nationwide Building Society PC (matures Sept 2016)	35,000.00
		371,823.51
<u>Other Bank & Cash Balances</u>		
Petty cash control account 150.00		150.00
		371,973.51
<u>Unpresented Payments</u>		
		5,016.10
		366,957.41
<u>Receipts not on Bank Statement</u>		
		4,394.78
Closing Balance		<u>371,352.19</u>
<u>All Cash & Bank Accounts</u>		
	HSBC General Account	16,481.42
	Unity Trust Account	0.00
	Co-Op General Account	61,548.19
	HSBC Investment Bond	0.00
	Santander Investment Bond	75,000.00

Barclays Bank Account	64,638.25	
Lloyds 3 mth	50,153.88	
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>367,971.74</u>

Item 5.2 Investment Bonds.

RFOs report.

Permission is sought to reinvest the Lloyds Bank amount of £25,000 for a further three months.

Item 5.3 Income/Expenditure report

Boxley Parish Council

Detailed Income & Expenditure by Budget Heading 31/12/2015 Committee Report

Month No : 9

Parish Council		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
100	Parish Office						
4000	Salaries	3,404	30,780	41,479	10,699	10,699	74.20%
4005	PAYE	1,106	10,011	13,770	3,759	3,759	72.70%
4010	Pensions	77	681	11,222	10,541	10,541	6.10%
4020	Administration	54	1,297	2,376	1,079	1,079	54.60%
4025	Audit	0	260	431	171	171	60.30%
4030	Books and Publications	0	0	60	60	60	0.00%
4035	Rates	0	1,298	1,624	326	326	79.90%
4040	Licences/Leases	0	1,084	2,066	982	982	52.50%
4045	Subscriptions	235	1,495	1,564	69	69	95.60%
4050	Training/Conferences	0	25	1,000	975	975	2.50%
4055	Travel-Staff	61	421	587	166	166	71.80%
4105	Insurance	1,565	1,565	0	-1,565	-1,565	0.00%
4210	Contingency Fund	0	649	35,500	34,851	34,851	1.80%
Parish Office :- Expenditure		6,502	49,566	111,679	62,113	62,113	44.40%
Net Expenditure over Income		6,502	49,566	111,679	62,113		

110 General Parish Council		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
4035	Rates	162	162	0	-162	-162	0.00%
4100	Hire of Halls	0	135	356	221	221	37.90%
4105	Insurance	-1,565	0	2,107	2,107	2,107	0.00%
4110	Parish Tour	0	0	375	375	375	0.00%
4115	Publicity	555	3,914	7,670	3,756	3,756	51.00%
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		-848	4,211	25,820	21,609	21,609	16.30%
Net Expenditure over Income		-848	4,211	25,820	21,609		

120 Councillor & Subsistence Allow		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
4150	Chairman's Allowance Personal	51	462	616	154	154	75.00%
4155	Chairman's Allowance Civic	0	44	100	56	56	43.80%
4160	Councillor's Allowance/PAYE	337	3,157	5,050	1,893	1,893	62.50%
4165	Subsistence	4	10	100	90	90	10.00%
Councillor & Subsistence Allow :- Expenditure		392	3,673	5,866	2,193	2,193	62.60%
Net Expenditure over Income		392	3,673	5,866	2,193		

130 Finance		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
4210	Contingency Fund	0	0	40,000	40,000	40,000	0.00%
4220	Land Aquisition	0	0	63,654	63,654	63,654	0.00%
	Finance :- Expenditure	0	0	103,654	103,654	103,654	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	4	2,655	2,350	305		113.00%
1100	Parish Service Scheme	0	14,014	14,014	0		100.00%
1130	Other	0	1,004	0	1,004		0.00%
	Finance :-Income	4	118,604	117,295	1,309		101.10%
	Net Expenditure over Income	-4	-118,604	-13,641	104,963		

150 Grants		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
4270	Other Grants	250	770	6,000	5,230	5,230	12.80%
4275	Walderslade Woods Group	108	5,836	4,975	-861	-861	117.30%
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	358	9,623	17,895	8,272	8,272	53.80%

Net Expenditure over Income	358	9,623	17,895	8,272		

Parish Council :- Expenditure	6,405	67,074	264,914	197,840	197,840	25.30%
Income	4	118,604	117,295	1,309		101.10%
Net Expenditure over Income	6,400	-51,530	147,619	199,149		

Estates

220 Burial Ground		Actual Current Mth	Actual Year To Date	Current Annual Bud	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 Bud	Variance Annual Total	Funds Available	% of Budget
4400	Maintenance	2	738	2,500	1,762	1,762	29.50%

4450	Boxley Village Green	10,285	10,710	10,500	-210	-210	102.00%
4460	WDJ Orchard	-150	-44	650	694	694	-6.80%
Green Spaces :- Expenditure		10,137	11,404	13,650	2,246	2,246	83.50%
Net Expenditure over Income		10,137	11,404	13,650	2,246		

240 Grounds Maintenance		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
4500	Grounds Maintenance Contract	2,221	5,133	7,500	2,367	2,367	68.40%
4505	Roundabout Maintenance	0	0	308	308	308	0.00%
Grounds Maintenance :- Expenditure		2,221	5,133	7,808	2,675	2,675	65.70%
Net Expenditure over Income		2,221	5,133	7,808	2,675		

250 Street Furniture		Actual Current Mth	Actual Year To Date	Current Annual Bud	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 Bud	Variance Annual Total	Funds Available	% of Budget
4001	Wages	1,489	13,146	17,312	4,166	4,166	75.90%
4005	PAYE	214	1,895	2,670	775	775	71.00%
4010	Pensions	21	195	242	47	47	80.40%
4020	Administration	0	132	357	225	225	37.00%
4025	Audit	0	260	431	171	171	60.30%
4035	Rates	379	3,407	3,819	412	412	89.20%
4040	Licences/Leases	0	395	787	392	392	50.20%
4105	Insurance	0	944	1,650	706	706	57.20%
4210	Contingency Fund	0	924	6,000	5,076	5,076	15.40%
4605	CCTV/Alarms Maintenance	0	941	942	1	1	99.90%
4610	Consumables	20	571	999	428	428	57.20%
4615	Electricity	630	1,793	2,392	599	599	75.00%
4620	Gas	0	841	2,430	1,589	1,589	34.60%
4625	Water	209	675	950	275	275	71.00%
4630	Electrical Safety	0	0	205	205	205	0.00%
4635	Fire Safety	0	55	250	195	195	22.00%
4640	Gas Maintenance	0	0	251	251	251	0.00%
4650	Hall Maintenance	-11	849	3,150	2,301	2,301	27.00%
4655	Hall Marketing	7	7	125	118	118	5.50%
4656	Hire fee refund	0	18	0	-18	-18	0.00%
4660	Refuse Collections	95	1,118	1,347	229	229	83.00%
Beechen Hall :- Expenditure		3,052	28,167	46,309	18,142	18,142	60.80%
1230	Hire Fees Casual	744	13,120	13,095	25		100.20%

1231	PL Insurance Income	8	196	0	196		0.00%
1235	Hire Fees Regular	1,358	23,382	30,500	-7,118		76.70%
1250	Wages - AEC	210	495	150	345		330.00%
Beechen Hall :- Income		2,320	37,192	43,745	-6,553		85.00%
Net Expenditure over Income		732	-9,026	2,564	11,590		

270 Beechen Hall projects		Actual Current Mth	Actual Year To Date	Current Annual Bud	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 Bud	Variance Annual Total	Funds Available	% of Budget
4020	Administration	0	55	250	195	195	22.00%
4105	Insurance	0	270	229	-41	-41	118.00%
4400	Maintenance	317	1,506	910	-596	-596	165.50%
Allotments :- Expenditure		317	1,832	1,389	-443	-443	131.90%
1280	Allotment Income	0	956	960	-4		99.60%

Allotments :- Income	0	956	960	-4		99.60%
Net Expenditure over Income	317	876	429	-447		

Estates :- Expenditure	15,727	46,625	73,418	26,793	26,793	63.50%
Income	2,320	38,748	45,255	-6,507		85.60%
Net Expenditure over Income	13,407	7,877	28,163	20,286		

Environment

300 Environment		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
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 6 2016/2017 Budget.

RFO report.

Some slight adjustments were made to the Beechen Hall budget.

Insurance. At a meeting this was either set lower than the recommended sum or a typing error then occurred. It has been increased to reflect what is expected.

Grounds Maintenance. It has been amended to include its portion of the grounds maintenance contract.

Item 7 Policies and procedures reviews

Item 7.1 Review of banking arrangements.

The parish council is currently in the process of setting up internet banking. It had been expected that this would be working already but a number of issues have arisen.

Members will be receiving (7/8 January 2016) notification of password and an instruction to activate their details. The Unity Trust Bank website does offer a training programme.

Item 7.2 Annual Health & Safety and Accident Book Review.

No accidents or incidents have been reported. Staff are aware that all accidents must be recorded in the accident book.

Item 7.3 Finance and General Purposes Committee – Review of policies and procedures 2016/2017.

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as ‘housekeeping’. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

January		Review of this document to allow adjustments. Committee review of Financial Regulations (to give notice to March Parish Council) Review of banking arrangements. Annual health and safety and accident book review.
Office note		<i>Review Santander investment bond expires 25/04/14</i> <i>Review Cooperative 6 month investment bond.</i>
March		Investments. Insurance cover– annually review cover. Review best value for insurance company every 3 years (next due late 2016/early May 2017 as contract expires 31/05/17). Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?
Office note		<i>Arrange for agenda a review of earmarked reserves situation.</i> <i>Review fidelity amount to maximum holding.</i>
May	E H	Health and Safety Policy Training and Statement of Intent. Petty Cash.

	H	Payment of bills by Direct Debit and Standing Orders list. Review Reserves Policy
<i>Office note</i>		<i>Submit the final Summary of Receipts and Payments include +/- 10% explanation for members. Submit the office produced notes that accompany the EofY audited accounts.</i>
July	E E H	Risk assessment –general. Public use of computers. Bullying and harassment. Public internet access policy, Review audit controls for statement to be produced. Review all committee and parish council training needs
September	O O	Grievance Procedure Disciplinary Procedure Grant for War Memorial Wreath Annual competency review (health check)
November	E E O H	Grants policy & procedure. Reserves policy. Review subscription list (with budget) Review Independent Internal Auditor 2017 Media Strategy Review Walderslade Woodlands Group Earmarked Reserve
<i>Office note</i>		<i>Arrange for agenda item to review the projects being considered by committees.)</i>

Item 7.3 Committee review of Financial Regulations (to give notice to March Parish Council meeting).

Copies of the financial regulations are available from the website or parish office.

RFO report: There have been no recommendations from KentALC that the regulations be changed.

Item 8 Reserves. DECISION REQUIRED.

Boxley Parish Council has always held reserves and produced a list specifying the sums of money held and why. With the introduction of the new accounting system there is a need to look at how this information is presented.

There are many forms of reserves.

General reserves.

Reflect the money the council has at its disposal for ordinary operating costs. An auditor will usually look for these to be sufficient cover between 3 and 12 months of expenditure at the year end.

Restricted Reserves.

Amounts of money held by the council which are restricted in their use. The three most common ones are Capital Receipts, Section 106 receipts and unspent grants or loans which were given for a specific purpose. It is the latter that BPC occasionally has.

Capital Receipts Reserve.

A capital receipts reserve is money received from the sale of capital items (generally land or buildings), it is used to purchase new assets or for the

repayment of loans. This reserve cannot be used to support precept in funding running costs.

Section 106 Receipts.

Given to a local council to support a new development in their area. The money can only be used for the specified purposes. These funds often have a deadline for the work to be carried out and the legal agreement may specify that the funds must be returned if this work is not undertaken.

Unspent Loans/Grants for specific purposes.

Again these are generally for a specific purpose and should not be used for other expenditure.

Earmarked Reserves.

These are amounts set aside to meet future projects, commitments or abnormal expenditure. They are controlled by the council and are created, reassigned or spent by resolution; this means that any movements to and from the reserves should be supported by a minute.

Statutory Reserves.

These are amounts used for Capital Financing (BPC have none) and Pension Liabilities (BPC has these).

The new Omega accounting system has specific instructions on how to account for these funds and once members agree the new format it might be possible to enter these into the accounting system. However if this proves very difficult the RFO will keep to the current system and when possible move future restricted payments across to the OMEGA accounting system.

The following is an example of how the information could be shown.

BPC Reserves Review F&GPC

30.12.2015

General Reserves			Wishlist/Forecast for 2015/16
	As at 30.12.15		<i>Clerks/RFO comments</i>
Total Cash Reserve for the purposes of running the parish approx. 33% of basic running costs	57,000.00		Need to make it more like 50% of expenditure. 2015/16 sum calculated on 50% of essential running costs (black back ground on budget code)
Finance Committee Contingency Fund	40,000.00		Including £10,000 to contest local plan.
Earmarked Reserves			
Land or Property Purchases	63,654.00	*	
Parish poll/election/referendum	15,000.00		
Long Term Liability Fund. Long term liabilities are Closed Churchyard at St Mary and All Saints, War Memorial and Beechen Hall.	44,412.98	*	Reserve to be controlled by F&GP Committee, although most of the structures are managed by the Estates Committee.

or, if based on 14/15 expenditure

85,653

Walderslade Woodlands Group Working Fund	9,711.60		The Finance Committee has allowed the WWG to build up its reserves by earmarking any unspent grant. This sum is made up of £1,500 grant bought in by Cllr Springate for WWG and £3,745 unspent grants from external sources. To be reviewed every November F&GP committee meeting.	£7,153.22
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Statutory Reserves				Wishlist/Forecast for 2015/16
Gratuities for staff	10,300.00	**	Ring fenced.	£10,300.00

Will need increasing to 11,822

Restricted Reserves				Wishlist/Forecast for 2015/16
Provender Way controlled crossing point (installation Feb 2012)	28,652.00		DEBTS. BPC agreed to fund part of the costs for the installation/work. Despite numerous requests KCC has failed to provide invoices to allow payment to be made. 11/3/14 FGP Committee decided to keep in reserve until at least 2019.	£28,652.00
Speed reduction work on Boxley Rd/Beechen Bank Road (installation Mar 2012)	3,199.00			£3,199.00
Dove Hill Allotments key deposits	450.00		Basically a LOAN from tenants. £15 deposit per key refundable to tenant	£450.00

Total **272,379.58**

£294,372.22

* all items so marked are generally subject to an annual increase of 3% unless otherwise decided.

** Increase in line with LEL

Item 10 Grant Requests. Purpose of item: Decision

10.1 Age Concern

The grant request is for a Samson Galaxy Tab E. This is a fairly simple tablet with a 9.6 inch screen and will cost (including a case, screen cover and additional; storage SD card) in the region of £180 - £200.

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	AGE CONCERN MALLING
Contact details	c/o Beechen Hall
Telephone/email	

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

If applicable, registered charity reference number.


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

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

 date 3-11-15

Statement of understanding.

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

information. and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed..... date 6-11-15
Position Activities Co Ordinator (Manager) in
organisation.....

From Age Concern

To enable Age Concern to make use of the free wifi at Beechen Hall.

Age Concern is requesting that the parish council supply a tablet for the charity to use at its social club held at Beechen Hall on Wednesdays and Fridays. For four hours on each of these days the club, mainly staffed by volunteers, provides a hot meal, entertainment and activities for the elderly and disabled. This is a valuable service not only because it gets many isolated elderly out of their homes but it also provides some time off for their primary carers.

A tablet will enable the volunteers to use the free wifi now on offer at the hall. It could be used to:

- Investigate any issues that the clients may come up with but also to do fun things and look up history or news.
- Engage and interact with some of the clients who might not be able to easily join in with some of the planned activities.
- Quickly update our facebook page with what is going on. This could be used to engage with our clients and their family. By involving our clients it could boost self – esteem and confidence.

It is not suggested that Age Concern owns the tablet but that the parish council provides one that can be made available on the days Age Concern are in.

10.2 Vinters Valley Trust. Request for a grant to fund the conversion to a CIO.
RFO report: the committee has agreed in principle to fund conversion but the individual organisations still have to submit a grant application.
I will be reminding all organisations that this work should be completed in this financial year and ask for individual updates on their progress.

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	Vinters Valley Trust
Contact details	Mr Vic Davies,
Telephone/email	

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.

Grant application for change of Charitable Trust to CIO.

A grant application for a maximum of £2,000 is requested for the legal work to change the status, as recommended by the parish council.

The lawyer being used by the various organisations has estimated £1,500 - £2,000. This is slightly more expensive than the estimates for the other organisations due to the complicated leasing arrangements (from two local authorities) that exist at the Nature Reserve

If applicable, registered charity reference number. 1004726

Have you included a copy of the last year end accounts? YES

Are there any restrictions placed on who can use/access the services. 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..... date 24-11-2015

Statement of understanding.

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

information, and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed..... date 24-11-2015

Position in organisation Chairman Vinters Valley Trust

Ref.Policy/Grant application form