



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 15 November 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 meeting of 13 September 2016

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

4. Matters Arising From the Minutes

- 4.1 Minute 2913/4.1 Charitable Incorporated Organisations (CIOs). To receive a verbal update on the situation. An update will be provided at the meeting.
- 4.2 Minute 2913/4.3 Parish Councillor Internal Audit. A review by the Assistant Clerk will be undertaken before the January 2017 meeting.
- 4.3 Minute 2913/4.4 Office telephone system. The new comms cabinet has been installed although there have been and still are a few problems.
- 4.4 Any other matters arising from the minutes, but not on the agenda.

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

5. Financial report.

- 5.1 Reconciliation of accounts reports (page 3).
 - 5.1.1 Cooperative Bank.
 - 5.1.2 HSBC Beechen Hall.
 - 5.1.3 Unity Trust Bank.
 - 5.1.4 Santander Investment Bond.
 - 5.1.5 Barclays Bank.
 - 5.1.6 Lloyds 3 month.
 - 5.1.7 Lloyds Bank 12 mths.
 - 5.1.8 Nationwide Beechen Hall.
 - 5.1.9 Nationwide Building Society PC.
- 5.2 Investments. See information at items 5.1.
- 5.3 Income/Expenditure report as at 3 November. (pages 13-18).

6. Investment Opportunities

To appoint an Investment Opportunities Working Group. See report and Terms of Reference (pages 3-4).

7. Contingency Fund and Budget adjustments

To receive a report from the RFO on virements. See report (page 4).

8. Prepayment Debit Card.

To consider the cost of a having a pre-paid debit card. See report (page 4).

9. 2017/2018 Draft Budget

9.1 To receive details of any projects members wish to submit for the next financial year. Other committees are taking similar action.

9.2 Land at Bearsted Road/New Cut Road, possible purchase of, as suggested by Cllr Harwood and deferred to F&GPC by the parish council. Land Purchase policy attached (pages 4-5).

10. Personnel matters

TOIL, training, leave and leave/sickness cover.

11 Grant Requests

Grant request from Boxley Village Society. See report (pages 5-6).

12 Matters for Information

None.

13. Policies, Procedures and Reports Reviews

13.1 Grants Policy & Procedure (Review). See report (pages 6-10).

13.2 Acceptable use of computer facilities, e-mail and the internet (Review). See report (pages 10-12).

13.3 A review of the policy on Electronic Recording of Meetings of the Parish Council and its Committees has been undertaken by the Clerk and it is considered still fit for purpose.

14 Date of Next Meeting

Tuesday 17 January 2017 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 9 January 2017.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date: 7 November 2016

Issues to be returned to agenda as they develop: Reserves Policy Review as needed.

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 November 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

At the meeting the Chairman will have the original supporting documents, including the bank statements, for the figures or information supplied below to be checked against.

Item	Date	BANK ACCOUNTS (closing balances)	
5.1.1	07.11.16	Coop General Account	£28,103.02
5.1.2	03.11.16	HSBC Beechen Hall	£16,330.84
5.1.3	04.11.16	Unity Trust Bank	£48,078.18
5.1.4	22.08.16	Santander Investment Bond (matures 01 Aug 2017)	£75,627.77
5.1.5	23.09.16	Barclays Bank	£36,639.25
5.1.6	22.08.16	Lloyds 3 mth (now 6 mths) (matures 05.08.16)	£50,378.93
5.1.7	22.08.16	Lloyds 12 mth (now 6 mths) (matures 11.08.16)	£25,263.22
5.1.8	22.08.16	Nationwide Beechen Hall 12 mth (now 6 mths)(matures Feb2017)	£55,558.47
5.1.9	16.09.16	Nationwide Parish Council 12 mth (now 6 mth matures March 2017	£60,488.66

Item 6. Investment Opportunities. Purpose of item: Information and guidance.

Members requested a review of the current investments with a view to possibly employing a Financial Adviser to maximise the income potential of the parish council's reserves. Burham Parish Council uses a Financial Adviser from Charles Stanley (www.charles-stanley.co.uk) and information on what service this company offers has been provided as an enclosure to members.

RFO comment: Currently I have not approached any other company or sought other options as guidance will be needed from members on issues such as level of risk etc. It is hoped the information and questionnaire provided by Charles Stanley will identify issues for members of the working group to discuss and give guidance.

Terms of Reference and Reporting Procedure for Investments Working Group.

Members. TBC (it is suggested 3-5)

Working Group responsible to F&GPC with a report being submitted for each meeting.

F&GPC responsible to Parish Council. The power to change the way financial reserves are managed lies with the Parish Council after it receives recommendations from the F&GPC.

Purpose. To undertake work to:

- Explore whether having a Financial Advisor to manage the reserves would be cost effective and suitable for the parish council's needs
- Identify possible Financial Advisors
- Explore and identify the risk level that the investments should not exceed
- To vet and approve any company that the Working Group considers as potential advisors
- Produce relevant reports
- Make a recommendation to the F&GPC on the level of risk and what action should be considered
- Recommend any revisions it is felt are needed to the policies and procedures of the parish council

Item 7 Contingency Fund and Budget adjustments. Purpose of item: Decision

Contingency Fund. The RFO seeks permission to pay, should KCC not undertake the work for free, from the Contingency fund for work to remove an invasive plant from an area close to the Ancient Woodland. The cost will be no more than £1,000 and the RFO suggests that this sum is released to pay for the work by the parish council's grounds maintenance contractors.

Item 8. Prepayment Debit Card. Purpose of item: Decision

After investigation it has become apparent that most companies which offer Prepaid Debit Cards restrict ownership to a named UK resident so these would not be suitable for the parish council. Most card suppliers charge a monthly fee and charge for 50p/99p per BACS top up.

Unity Trust Bank issues such a card and charges are £3 per month. The parish council will set a limit on the card, £350 had previously been suggested. At the end of the month UTB will top up the card back to its maximum amount by a transfer from the main account. The parish office will operate the card as an imprest account so there will be clear financial trails and transactions will be reported to members.

Approval for this to be set up is requested.

Item 9. 2017/2018 Draft Budget. Purpose of item: Decision

9.2 Land and Building Purchase Policy

The Council will consider purchasing land* or building** after careful consideration of the following;

Where the use to which the land would be put would be primarily for the good of the parishioners. The judgment of what constitutes 'good' will be with the then Council but it is expected that the benefit to the parishioners would be recreational use, wildlife conservation or for environmental reasons either now or in the future.

Constitute good value for money in the context of the benefits (current or future), tangible and intangible, that would accrue, in the first instance, to our parishioners. The Council would be required to obtain a land valuation, prior to purchase, and be able to justify any purchase and future maintenance costs including site security. Any decision on the purchase of land will take place at an open meeting after careful deliberation. The Council will endeavour to identify, in advance, a wish list for areas where Council held land would benefit local communities and the reasons why it is considered of benefit.

*Local Government Act 1972, ss 124,126,127 (Power to acquirement by agreement, to appropriate, to dispose of...) Local Government Act 1972, ss139 (Power to accept gifts of land).

** Local Government Act 1972, s133, s144. Local Government (Misc Prov) Act 1976, s19

Item 11. Grant Requests. Purpose of item: Decision

Grant request from Boxley Village Society.

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	Boxley Village Society
Contact details	[Redacted]
Telephone/email	[Redacted]

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.

£200. All village residents and thro' traffic will benefit (vehicle & pedestrian)
 Renew and replace planks and compost in
 troughs on Boxley Village Green.
 Purchase weedkiller for regular use down the
 main village road and spot kill pernicious weeds on
 the village green
 3x trough change
 3x weedkiller per annum

If applicable, registered charity reference number.

NA

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 organisation's Equal Opportunities Policy 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."

Signec

date

17 September 2016.

Statement of understanding.

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

Item 11. Policies and procedures reviews. Purpose of item: Decision

11.1 Grants Policy and Procedure

Clerk's note: These documents are currently scheduled for a committee review every two years. It is suggested that this may be a suitable set of documents to have down for a 'housekeeping' review by the Clerk who can return the documents to members if it is considered that they need radically revising. Members receive a copy of the application form for every grant request and can of course ask for the documents to be placed on an agenda for review.

Current documents

11.1.1 Grants policy & procedure (General).

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure." Similar considerations will apply when considering applications for other grants.

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

Application Procedure

Organisations requesting financial assistance will be requested to submit:

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

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

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified to the Parish Council in advance and included in the Parish Council's budget documents will only have the funds released on completion of the work unless otherwise agreed. Whilst Boxley Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

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

Assessment Procedure

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

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

Successful Applications

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

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

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11.1.2 Village/Community Hall Grants Procedure/Policy

In order to work prudently, obtain 'best value' and to be a responsible grant provider Boxley Parish Council's Estates Committee is setting a standard for considering and awarding grants to Village/Community Halls. Whilst the Parish Council wishes to continue to actively support the Village/Community Halls within the Parish it feels that it is essential to require applicants to meet a minimum standard covering project planning and supply of information. By undertaking this work the Parish Council can plan with Village/Community Halls adequate funding in advance of the project being committed to.

Policy

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure." Similar considerations will apply when considering applications for other grants.

Boxley Parish Council policy is that

- Grants for maintenance will only be considered in exceptional circumstances as it considers that the day to day maintenance of the hall should be covered by the hire fees or fund raising.
- Village/Community Hall Management Committees will be required to show, for large scale projects costing over £3,000 that it is applying for funding from other sources; has undertaken fund raising events or has been saving towards the project. The Parish Council will be happy to assist the Committee to identify other funding sources.
- The Parish Council will only award up to 80% of the cost for essential repairs or renewals (e.g. windows, fire doors etc).
- For projects costing £3,000 - £10,000 the Parish Council would require the Management Committee to obtain 3 written quotations and for projects costing over £10,000, 5 written quotations should be obtained. The Parish Council reserves the right to request proof of the tender process.
- VH Management Committees will be required to liaise closely with the Parish Office so where possible the Parish Council can order the work and gift it to the Village Hall which will enable VAT to be reclaimed. This will increase the value of the grant given to the hall by the rate of VAT.
- Unless a schedule of payments has been agreed in advance by the Parish Council funds will only be released on completion of the work
- It would be advantageous to notify the Council if the VH Committee has undertaken any other projects in the recent past.

The Parish Council recognises that most halls are run by volunteers and will be happy to assist/advise VHMCs on how to meet these standards.

At the Estates Committee meeting in October or December the Committee will consider individual grant requests from Village/Community Hall Management Committees for specific projects in the following financial year so that provision can be made in the budget recommendation to the Parish Council.

An additional budget will also be identified from which other grant requests will be allocated in the current financial year. A maximum award of £500 for such unplanned applications will be considered. Once the additional budget is exhausted only emergency requests for assistance, and generally only from organisations where the Parish Council has Custodial Trustee status, will be considered.

All organisations requesting assistance will be required to complete an application form which will include notification of the Parish Council's Equal Opportunities Policy.

Village/Community Hall Management Committees will have to sign that it agrees with the policy or submit details of their own policy. Management Committees should also agree to representatives of the Council being given the right to inspect the work on completion.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- Copy of current hire fees with an explanation of any unusual agreements where a group pays less than normal.
- Details of any restrictions placed on who can hire the hall.

A grant request, once received in writing, will be considered at the next meeting of the Estates Committee and the Estates Committee reserve the right to inspect the required work before a grant is agreed.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley Parish Council.

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

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11.1.3 A standard application form exists.

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	
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.

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/NO

Have you supplied a copy of your hire fees (where applicable)? YES/NO

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.

This application will not be accepted unless the organisation's Equal Opportunities Policy 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.....

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.

11.2 Acceptable use of computer facilities, e-mail and the internet (Review).

Clerk's note: This document is scheduled for an annual review. It is suggested that it may be suitable to have down for a 'housekeeping' review by the Clerk who can return the document to the agenda should there be a change to KALC or ACAS guidelines.

General

- You may make reasonable personal use of computing facilities provided by the Parish Council. Personal use by employees should not interfere with the performance of your duties or cause any damage or difficulty to computers or to IT systems, or any difficulty or distress to others.
- You should use computing facilities in a reasonable manner. You will not install inappropriate software and you should not reconfigure any machine you have access to.
- You will not make substantial use of the Parish Council's facilities for private financial gain or for commercial purposes outside the scope of official duties or functions.

Internet usage (including e-mail, the Web, chat rooms)

- You may make reasonable use of the Web for other than strictly work purposes provided it does not adversely affect your work and the work of others and has a minimal effect on the Parish Council's resources.
- You may make reasonable use of the Parish Council's facilities for personal e-mails, provided that this does not have more than a minimal impact on resources and does not adversely affect your work or the work of others.
- If an e-mail message is personal, you may wish to make this clear by using the word 'personal' in the subject line, but you are actively encouraged to use systems that are not associated with the council's system.
- When you send e-mail, you should remember the following:
 - i. An e-Mail message is legally equivalent to a letter. e-Mail messages can be defamatory and can and often do form contracts. For these reasons it is important to take the same care composing e-Mail messages as letters.
 - ii. e-Mail messages, like other documents, can be disclosed to the person they are about under the Data Protection Act and in the event of legal proceedings.
 - iii. Messages may be seen by other staff, just as postcards may be seen by postal workers. Moreover, the Parish Council cannot guarantee that communications will not be accessed illicitly.

- iv. The privacy of any personal e-Mail cannot be guaranteed by the parish council and the content may be disclosed to anyone in authority that has a valid reason to investigate or while carrying out their duties.

Security and protection of information

The main points to be aware of in the context of IT System are:

- You should guard confidential material and personal information by the proper use of passwords and other security measures.
- Passwords should be complex (contain alpha, numeric, symbols and be of different case and sufficient characters, eight or more are recommended) and these must not be disclosed.
- Not all computer systems are suitable for the storage of confidential information. Seek advice if you are unsure.
- You can protect highly sensitive material through the use of encryption.
- You must not disclose passwords or other access codes to other persons.
- You must comply with the Data Protection Act, which requires that the Parish Council keeps personal information secure.
- When working with confidential information, you must take care not to leave it inappropriately on screen. You should not leave your computer logged on when unattended, unless it is in a secure location.
- You should observe the same standards of confidentiality for electronically held or generated information as for information held on paper.
- All data that is stored by the parish council must be protected e.g. backups, encryption etc.

If you have a concern about the inadequate protection of data, you should inform the Clerk or Parish Council so that any necessary steps can be taken to safeguard the data.

All members of staff have an obligation to protect data and systems by following up-to-date recommendations to avoid damage from viruses and other malicious programs.

Misuse of computing facilities

As stated above, the Parish Council permits reasonable personal as well as professional use of computing facilities. You should be careful not to misuse these facilities, for instance by:

- Hacking — attempting to access systems or information without authority, or encouraging others to do so.
- Installation of Trojans or Key loggers to covertly capture sensitive information that may be used illicitly.
- Deliberately accessing Internet material which is contrary either to legislation, Parish Council rules or policies (e.g. equal opportunities) or to commonly accepted standards, or is likely to be offensive to reasonable people. However, accidental access to such sites can take place; if you are concerned that such accidental access has taken place you may wish to report your concerns to an appropriate person.
- E-mail communications which constitute bullying or harassment, as defined in the Parish Council's code of advice and instructions on bullying and harassment.

Investigation of misuse and interception

The Parish Council will undertake an investigation of any suspected misuse of computing facilities and this will include accessing all files and e-mails even if they are of a personal nature.

Misuse and disciplinary action

The investigating panel¹ should decide in the light of the outcome of an investigation of possible misuse of computing facilities whether disciplinary action is appropriate, and if it is judged appropriate, instigate necessary action in accordance with the relevant disciplinary procedures concerned.

DECISION/GUIDANCE SOUGHT.

The Investigating Panel should report any misuse to the Finance & General Purposes Committee which will then decide whether disciplinary action should be instigated against a member of staff, making a recommendation to the Parish Council if necessary.

¹ The minimum make-up of the panel will be as follows: Chair of the PC, immediate line manager of the person being investigated, a person with an understanding of IT systems. If necessary the council will bring in an independent person or work in partnership with a neighbouring council.

Item 5.3 Income/Expenditure report as at 3 November.

Boxley Parish Council

Detailed Income & Expenditure by Budget Heading 04/11/2016

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent
Parish Council							
100 Parish Office							
4000	Salaries	3452	24203	40372	16169	16169	59.90%
4005	PAYE	1120	7791	16005	8214	8214	48.70%
4010	Pensions	52	519	938	419	419	55.30%
4020	Administration	279	1710	2132	422	422	80.20%
4025	Audit	200	0	369	369	369	0.00%
4030	Books and Publications	0	97	120	23	23	81.20%
4035	Rates	164	1145	1656	511	511	69.20%
4040	Licences/Leases	0	580	1400	820	820	41.40%
4045	Subscriptions	0	1355	1587	232	232	85.40%
4050	Training/Conferences	0	440	1000	560	560	44.00%
4055	Travel-Staff	112	404	512	108	108	78.90%
4105	Insurance	99	99	0	-99	-99	0.00%
Parish Office :- Indirect Expenditure		5478	38342	66091	27749	27749	58.00%
Movement to/(from) Gen Reserve		-5,478	38,342				

110 General Parish Council							
4100	Hire of Halls	30	190	480	290	290	39.60%
4105	Insurance	0	1768	2112	344	344	83.70%
4110	Parish Tour	0	0	380	380	380	0.00%
4115	Publicity	495	4796	6975	2179	2179	68.80%
4120	Website Admin	0	0	330	330	330	0.00%
4125	Referendum	0	0	15000	15000	15000	0.00%

General Parish Council :- Indirect Expenditure		525	6814	25277	18523	18523	27.00%
Movement to/(from) Gen Reserve		-525	-6,814				

120 Councillor & Subsistence Allow							
4150	Chairman's Allowance Personal	51	361	622	261	261	58.00%
4155	Chairman's Allowance Civic	0	81	100	19	19	81.00%
4160	Councillor's Allowance/PAYE	292	2125	7140	5015	5015	29.80%
4165	Subsistence	129	129	250	121	121	51.50%

Councillor & Subsistence Allow :- Indirect Expenditure		473	2696	8112	5416	5416	33.20%
Movement to/(from) Gen Reserve		-473	-2,696				

130 Finance							
1076	Precept	0	98481	98481	0		100.00%
1077	Government Grant	0	2062	2062	0		100.00%
1090	Interest Received	0	2135	1766	-369		120.90%
1100	Parish Service Scheme	7007	14014	14014	0		100.00%
1130	Other	0	6	0	-6		0.00%

Finance :- Income		7007	116698	116323	-375		100.30%
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4210	Contingency Fund	2340	11331	36950	25619	25619	30.70%
4220	Land Aquisition	0	0	75564	75564	75564	0.00%

Finance :- Indirect Expenditure		2340	11331	112514	101183	101183	10.10%
Movement to/(from) Gen Reserve		4667	105367				

150 Grants							
4270	Other Grants	0	110	2000	1890	1890	5.50%
4275	Walderslade Woods Group	542	1077	5075	3998	3998	21.20%
4280	Village Hall Grants	0	1264	1400	136	136	90.30%
4285	Vinters Valley Park LNR	1277	3377	8340	4963	4963	40.50%
4290	Friends of Boxley Warren	0	112	556	444	444	20.20%

Grants :- Indirect Expenditure		1819	5940	17371	11431	11431	34.20%
Movement to/(from) Gen Reserve		-1,819	-5,940				

Estates							
220 Burial Ground							
1200	Burials	0	296	750	454		39.50%

Burial Ground :- Income		0	296	750	454		39.50%
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4045	Subscriptions	0	90	92	2	2	97.80%
4420	Admin Fee	0	0	250	250	250	0.00%

Burial Ground :- Indirect Expenditure		0	90	342	252	252	26.30%
Movement to/(from) Gen Reserve		0	206				

230 Green Spaces							
4400	Maintenance	740	1061	2700	1639	1639	39.30%
4450	Boxley Village Green	400	400	10000	9600	9600	4.00%
4460	WDJ Orchard	60	1334	1300	-34	-34	102.60%

Green Spaces :- Indirect Expenditure		1200	2795	14000	11205	11205	20.00%
Movement to/(from) Gen Reserve		-1,200	-2,795				

240 Grounds Maintenance							
4500	Grounds Maintenance Contract	0	2998	6361	3363	3363	47.10%
4505	Roundabout Maintenance	0	0	306	306	306	0.00%

Grounds Maintenance :- Indirect Expenditure		0	2998	6667	3669	3669	45.00%
Movement to/(from) Gen Reserve		0	-2,998				

250 Street Furniture							
4550	Noticeboards	0	0	2100	2100	2100	0.00%
4560	Village Signs	0	0	500	500	500	0.00%

Street Furniture :- Indirect Expenditure		0	0	2600	2600	2600	0.00%
Movement to/(from) Gen Reserve		0	0				

260 Beechen Hall							
1230	Hire Fees Casual	1600	10133	16400	6267		61.80%
1231	PL Insurance Income	24	120	220	100		54.50%
1235	Hire Fees Regular	3633	19994	31775	11781		62.90%
1250	Wages - AEC	0	120	460	340		26.10%

Beechen Hall :- Income	5257	30367	48855	18488		62.20%
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4001	Wages	1563	10711	20529	9818	9818	52.20%
4005	PAYE	218	1482	2496	1014	1014	59.40%
4010	Pensions	21	152	248	96	96	61.10%
4020	Administration	4	139	366	227	227	38.10%
4025	Audit	200	0	328	328	328	0.00%
4035	Rates	382	2672	3819	1147	1147	70.00%
4040	Licences/Leases	0	397	582	185	185	68.20%
4105	Insurance	7	1130	1082	-48	-48	104.40%
4210	Contingency Fund	0	1939	6000	4061	4061	32.30%
4605	CCTV/Alarms Maintenance	941	941	956	15	15	98.50%
4610	Consumables	58	414	914	500	500	45.30%
4615	Electricity	148	1080	2080	1000	1000	51.90%
4620	Gas	37	706	1130	424	424	62.40%
4625	Water	0	406	969	563	563	41.90%
4630	Electrical Safety	0	345	400	55	55	86.30%
4635	Fire Safety	0	79	254	175	175	31.10%
4640	Gas Maintenance	0	0	257	257	257	0.00%
4645	Ground Maintenance	-48	0	594	594	594	0.00%
4650	Hall Maintenance	161	996	2700	1704	1704	36.90%
4655	Hall Marketing	0	2	125	123	123	1.60%
4660	Refuse Collections	166	976	1347	371	371	72.40%

Beechen Hall :- Indirect Expenditure	3857	24566	47176	22610	22610	52.10%
Movement to/(from) Gen Reserve	1400	5801				

270	Beechen Hall projects						
4550	Noticeboards	0	0	1250	1250	1250	0.00%

4705	Internal Decoration	120	181	1000	819	819	18.10%
4710	External Decoration	0	0	1000	1000	1000	0.00%

Beechen Hall projects :- Indirect Expenditure		120	181	3250	3069	3069	5.60%
Movement to/(from) Gen Reserve		-120	-181				

280 Allotments							
1280	Allotment Income	14	959	1009	50		95.10%

Allotments :- Income		14	959	1009	50		95.10%
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4020	Administration	0	67	80	13	13	83.40%
4105	Insurance	0	243	276	33	33	88.00%
4400	Maintenance	32	826	1600	774	774	51.60%

Allotments :- Indirect Expenditure		32	1136	1956	820	820	58.10%
Movement to/(from) Gen Reserve		-17	-176				

Environment							
300 Environment							
4800	Street Maintenance	297	887	5300	4413	4413	16.70%

Environment :- Indirect Expenditure		297	887	5300	4413	4413	16.70%
Movement to/(from) Gen Reserve		-297	-887				

Grand Totals:- Income		12278	148321	166937	18616		88.80%
Expenditure		16141	97774	310656	212882	212882	31.50%
Net Income over Expenditure		-3,863	50546	143,719	194,265		

