



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://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 14 March 2017 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 17 January 2017**

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 2934/4.1 Charitable Incorporated Organisations (CIOs). To receive a verbal update on the situation. An update will be provided at the meeting.
- 4.2 Minute 2935/8 Prepayment Direct Debit Card. Signatures are being obtained and the paperwork will then be submitted.
- 4.3 Minute 2934/12 Independent Internal Auditor. Lionel Robbins visited the office to carry out an audit on Tuesday 21 February see report page.
- 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 PC.
- 5.2 Investments. See information at item 5.1 and report (page 3).
- 5.3 Income/Expenditure report as at 6 March 2017 (pages 8-14).
- 5.4 Trail Balance (page 4).

**6. Contingency Fund and Budget adjustments**

To receive a report from the RFO on virements. See report (pages 3- 4).

7. **Personnel matters**  
TOIL, training, leave and leave/sickness cover.
- 8 **Grant Requests**
  - 8.1 Grove Green Scouts. Grant request for a mess tent. An application is expected and if received will be supplied on the supplement agenda.
  - 8.2 Penenden Heath Bowls Club. See report (page 4).
- 9 **Matters for Information**  
To receive any information.
10. **Policies, Procedures and Reports Reviews**
  - 10.1 Insurance Cover (Review. See report (page 5).
  - 10.2 Terms of Reference (review). See Report (pages 5-6).
- 11 **Crowdfunding.**  
To obtain members' views on Crowdfunding. See report (pages 6-7).
- 12 **Independent Audit Report**  
To receive the report, which will be forwarded to members.
- 13 **Date of Next Meeting**  
Tuesday 16 May 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 8 May 2017.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 6 March 2017

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 14 March 2017.**

**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**

For the information supplied below to be verified the Chairman will have the original supporting documents, including the latest bank statements

Item	Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	07.02.17	Coop General Account	£26,745.95
5.1.2	02.03.17	HSBC Beechen Hall	£17,923.39
5.1.3	02.03.17	Unity Trust Bank	£22,053.57
5.1.4	22.08.16	Santander Investment Bond (matures 01.08.17)	£75,627.77
5.1.5	23.02.17	Barclays Bank	£19,639.25
5.1.6	10.02.17	Lloyds 3 mth (now 6 mths) (matures 08.05.17)	£50,583.21
5.1.7	23.02.17	Lloyds 12 mth (now 6 mths) (matures 15.05.16)	£25,366.21
5.1.8	23.02.17	Nationwide Beechen Hall 12 mth (now 95 day saver account)(matures 22.05.17)	£55,837.72
5.1.9	16.09.16	Nationwide Parish Council 12 mth (now 6 mth matures 07.03.17)	£60,488.66
		Total	354,265.73

**Item 5.2 Investments.**

Maturing in March

Nationwide Parish Council investment has been reinvested as a 95 day saver account and will mature on 10 June 2017.

## Item 5.4 Trail Balance.

06/03/2017		Boxley Parish Council	
10:57		Detailed Balance Sheet - Excluding Stock Movement	
		Month 11 Date 06/03/2017	
<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	3,541	
200	HSBC General Account	17,637	
210	Unity Trust Account	22,054	
220	Co-Op General Account	26,269	
240	Santander Investment Bond	75,628	
250	Barclays Bank Account	19,639	
260	Lloyds 3 mth	50,583	
270	Lloyds 12 Mths	25,366	
271	Nationwide Beechen Hall	55,838	
272	Nationwide Parish Council	60,489	
299	Petty cash control account	150	
	Total Current Assets		357,193
<u>Current Liabilities</u>			
510	Accruals	465	
520	Receipts In Advance	3,662	
560	Damage Deposits	250	
565	Holding Deposits	30	
	Total Current Liabilities		4,407
	Net Current Assets		352,786
	Total Assets less Current Liabilities		352,786
<u>Represented by :-</u>			
300	Current Year Fund	4,634	
310	General Reserves	75,772	
320	Earmarked Reserves	272,380	
	Total Equity		352,786

### Item 6 Contingency Fund and Budget adjustments. Purpose of item: Decision

6.1 Minute 2952/7.2 Play Area Safety Surface. A budget of £2,881 was agreed however on installation it was found that the slide had to be moved slightly requiring the removal of some underground concrete at an additional cost of £295.

### Item 8 Grant Requests - DECISION

8.2 Penenden Heath Bowls Club. The F&GPC previously awarded, in principle, a grant of £300 towards the cost of purchasing a specialised bowling green maintenance machine (new cost approximately £3,000). The grant to be released when the machine was about to be purchased. The Honorary Secretary has now informed the parish council that the grant is no longer required as they have managed to purchase a machine from a local club that is closing and can pay for it from the funds they have already raised. Once again the parish council was thanked for its support.

**Item 10. Policies and procedures reviews.** Purpose of item: Decision

10.1 Insurance Cover. The current 3 year contract with Zurich using Community Action Suffolk as the broker is due to expire on 31/05/17.  
The Clerk is contacting Zurich and other insurance providers to obtain quotes.

10.2 Finance and General Purposes Committee – Terms of Reference (Review). Present text: [In italics]

**Terms of Reference - Finance and General Purposes Committee.**

**Role**

The role of the Finance and General Purposes Committee is to oversee/manage the following aspects of the financial administration of the Parish Council including arrangements for the preparation and audit of the Council's systems and accounts. Deal with the employment of office staff and personnel issues relating to all staff and such other general administration matters as may be decided by the Parish Council.

**Responsibilities**

The Finance and General Purposes Committee shall:

1. Develop and, where necessary, recommend to the Parish Council policies and procedures for the financial management of the Council. Advise the Parish Council and committees as necessary.
2. Oversee the investment strategies of the Parish Council and advise accordingly.
3. Receive and consider annual draft budgets prepared by each Committee or budget holders.
4. Recommend an annual budget and precept for the Council
5. Maintain an overall view of manpower requirements and the allocation of manpower resources and to deal with matters pertaining to staff, subject to all new posts on the council establishment being approved by the Council.
6. Deal with the appointment of office staff.
7. Deal with personnel matters generally and in particular;
  - 7.1 Establishment of new positions.
  - 7.2 Recruitment and appointment procedures for office staff and, where necessary, to guide/advise the Estates Committee on such procedures for the recruitment and appointment of the Caretaker, Relief Caretakers and such other staff as may be appointed to service the Estate.
  - 7.3 All Training.
  - 7.4 All Staff Welfare.
  - 7.5 Terms and Conditions of Service for office staff.
  - 7.6 All staff disciplinary and grievance issues.
  - 7.7 All staff matters arising under legislation relating to contracts of employment and industrial relations.
  - 7.8 Matters relating to all staff under Health and Safety Legislation.
8. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient

reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.

9. Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
10. Consider requests to vire, where necessary, from the Contingency Budget to other budget headings.
11. Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that the Council is adequately insured.
12. Receive and review Audit Reports and ensure the implementation of any recommendations.
13. Deal with requests for grants\* and Section 137 donations. \*Excluding Village Hall Grants which come under the remit of the Estates Committee.
14. Make recommendation to the Council on the implications of applying for a Public Works Loan. If approved to manage the council's loan debt.

#### **Committee Budget**

1. To draft the budget and decide priority ratings for the Finance and General Purposes Committee (for consideration with the recommendations from other committees).
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, contracts and tenders for any projects within the budget of the committee.

#### **Membership**

1. The Committee shall consist of up to eight councillors, including as per standing orders, the Chairs and Vice Chairs of the Parish Council and committees.
2. The committee may appoint working parties to undertake any specific project work as necessary

#### **Other.**

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.

<b>Item 11. Crowdfunding.</b> Purpose of item: Information and guidance.
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To consider *The Clerk's Magazine* article and decide whether this parish council might wish to encourage residents to work with the parish council to attract additional funding for e.g. highway projects. Members views are sought prior to any further work being undertaken on investigating the possibility and contacting Frome Town Council.



# CROWDFUNDING FOR YOUR COMMUNITY

Dawn Bebe, Director and Co-Founder of Crowdfunder, explains how Frome Town Council are using Crowdfunder to raise funding for not-for-profit organisations which will benefit the people of Frome.



Crowdfunding is an increasingly popular way to raise money and engage with young people and businesses in your community - with over £64m being raised for community, charity and business projects across the UK last year.

### Who is crowdfunding their community?

More and more local authorities are launching localised campaigns to enable local projects to find funds. In cities like Plymouth, who were the first to launch a local campaign with Crowdfunder Plymouth, projects have raised approaching £1million in 18 months, with an initial £60,000 pledge pot provided from their Community Infrastructure Levy.

**Frome Town Council is to launch Crowdfunder Frome with £25,000 to pledge on local projects.**

Frome Town Council will launch Crowdfunder Frome, on the UK's #1 crowdfunding platform, Crowdfunder, in January 2017 and wants to hear from local community organisations interested in raising money through crowdfunding.

Frome Town Council has set aside £25,000 to provide match funding to pledge on projects from not for profit organisations which will benefit the people of Frome. Eligible projects include those which build a flourishing and active community, increase environmental sustainability or help with prosperity across the town - and could attract a pledge from the town council of up to £5,000.

Crowdfunding is a way of raising money from the community around you. You add



your project to Crowdfunder, set a funding target, explain what you want to do with the money - and offer rewards in return for pledges of cash. A reward can be a product, benefit, service or simply a 'thank you'. Five percent is taken off the total funds raised by a project owner once they have successfully hit their target which includes any money pledged by a council or partner.

Crowdfunder Frome was developed in a new partnership between Frome Town Council and Crowdfunder. Any local charity, business, social enterprise or individual can use Crowdfunder Frome to raise funds from supporters. It is also a new way for not for profit groups to access grant funding from the town council.

If a project meets Frome Town Council's eligibility criteria, you could secure a pledge from the Council, when your crowdfunding is successful.

"We believe this pioneering partnership between Frome Town Council and Crowdfunder will be of real benefit to our town. Not only will it stretch our grant funding that much further, it's a great platform for local innovation and entrepreneurship," Cllr. Kate Bialby

Andrew Denham, Director of Frome's The Bicycle Academy, which raised £40,000 in six days on Crowdfunder said, "I was only able to launch The Bicycle Academy thanks to the trust and support of over 170 people who pledged money in return for products and services once I opened

the business. Having successfully reached my startup funding goal I was able to provide every backer with their crowdfunding reward just months after first launching the campaign. Nearly 5 years later The Bicycle Academy now employs 8 people, brings people from across the world into the town each week and has won numerous business and industry awards."

Crowdfunder Frome gives local residents the opportunity to support the projects that are close to their heart. By showing their support for specific projects, local residents can send a signal to Frome Town Council about which projects they think should receive funding. I'd encourage any project interested to register their interest early to secure the best support possible.

### Crowdfunder's top crowdfunding tips:

- ★ The most important thing is to identify a fund and the projects you want to reach. The Crowdfunder team then help you develop your eligibility criteria and provide you with a localised campaign page, online dashboard, fund administration tools to help manage your pledges - and also, if required, coaching for projects and marketing.
- ✂ Not sure you've got the skills? Get a team around you who support your idea and can help you crowdfund.
- 💡 Think of the 10 people who are most likely to pledge on your idea, call them up and ask them to support your idea.

**Item 5.3 Income/Expenditure report as at 3 March 2017.**

RFO's report.

**Information.**

100 Parish office. 4040. The overspend was forecast and the 2017/2018 budget has been increased. This financial year the Northstar contract was approved and at the previous budget the funds were set too low.

250 Street Furniture. 4550. It was not possible to complete the replacement Boxley Village noticeboard project as the deadline for supplying quotes to the Estates Committee was missed. F&GPC may, at some point in the coming year, be approached to vire across funds from the Contingency Budget.

260 Beechen Hall. 4615, 4620 and 4660. It is not possible to accurately predict the expenditure against these codes as it relies on number and type of hall hires.

**Decision/guidance.**

150 Grants. WWG 4275. The underspend on the annual grant awarded to WWG can be put into an Earmark Reserve but F&GPC has asked to be notified when the Walderslade Woodlands Group Earmarked Reserve exceeds £10,000. Currently there is a £3,071 underspend which if placed in the reserve will mean the £10,000 threshold will be exceeded by £1,448.

**Boxley Parish Council**

**Detailed Income & Expenditure by Budget Heading 03/03/2017**

**Cost Centre Report. Month 11**

Parish Council		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent
100	Parish Office						
4000	Salaries	3456	38037	40372	2335	2335	94.2%
4005	PAYE	1115	12238	16005	3767	3767	76.5%
4010	Pensions	78	830	938	108	108	88.5%
4020	Administration	126	1671	2132	461	461	78.4%
4025	Audit	0	0	369	369	369	0.0%
4030	Books and Publications	0	106	120	14	14	88.7%
4035	Rates	0	1636	1656	20	20	98.8%



4040	Licences/Leases	192	1864	1400	(464)	(464)	133.2%
4045	Subscriptions	0	1640	1587	(53)	(53)	103.3%
4050	Training/Conferences	0	440	1000	560	560	44.0%
4055	Travel-Staff	59	547	512	(35)	(35)	106.8%

Parish Office :- Indirect Expenditure	5026	59009	66091	7082	7082	89.3%
Movement to/(from) Gen Reserve	(5,026)	(59,009)				

<b>110 General Parish Council</b>							
4100	Hire of Halls	0	380	480	100	100	79.2%
4105	Insurance	0	1867	2112	245	245	88.4%
4110	Parish Tour	0	0	380	380	380	0.0%
4115	Publicity	610	7237	6975	(262)	(262)	103.8%
4120	Website Admin	0	0	330	330	330	0.0%
4125	Referendum	0	0	15000	15000	15000	0.0%

General Parish Council :- Indirect Expenditure	610	9543	25277	15734	15734	37.8%
Movement to/(from) Gen Reserve	(610)	(9,543)				

<b>120 Councillor &amp; Subsistence Allow</b>							
4150	Chairman's Allowance Personal	51	566	622	56	56	91.0%
4155	Chairman's Allowance Civic	0	92	100	8	8	92.0%
4160	Councillor's Allowance/PAYE	298	3315	7140	3825	3825	46.4%
4165	Subsistence	0	155	250	95	95	61.9%

Councillor & Subsistence Allow :- Indirect Expenditure	349	4128	8112	3984	3984	50.9%
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Movement to/(from) Gen Reserve	(349)	(4,128)
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130 Finance							
1076	Precept	0	98481	98481	0		100.0%
1077	Government Grant	0	2062	2062	0		100.0%
1090	Interest Received	587	2725	1766	(959)		154.3%
1100	Parish Service Scheme	0	14014	14014	0		100.0%
1130	Other	0	6	0	(6)		0.0%

Finance :- Income	587	117288	116323	(965)			100.8%
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4210	Contingency Fund	1524	16355	36950	20595	20595	44.3%
4220	Land Aquisition	0	0	75564	75564	75564	0.0%

Finance :- Indirect Expenditure	1524	16355	112514	96159	96159		14.5%
Movement to/(from) Gen Reserve	(937)	100933					

150 Grants							
4270	Other Grants	0	310	2000	1690	1690	15.5%
4275	Walderslade Woods Group	136	2004	5075	3071	3071	39.5%
4280	Village Hall Grants	0	1264	1400	136	136	90.3%
4285	Vinters Valley Park LNR	4693	8070	8340	270	270	96.8%
4290	Friends of Boxley Warren	0	112	556	444	444	20.2%

Grants :- Indirect Expenditure	4829	11760	17371	5611	5611		67.7%
Movement to/(from) Gen Reserve	(4,829)	(11,760)					

<b>Estates</b>
220 Burial Ground

1200	Burials	13	322	750	428		42.9%
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Burial Ground :- Income		13	322	750	428		42.9%
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4045	Subscriptions	0	90	92	2	2	97.8%
4420	Admin Fee	0	250	250	0	0	100.0%

Burial Ground :- Indirect Expenditure		0	340	342	2	2	99.4%
Movement to/(from) Gen Reserve		13	(18)				

230 Green Spaces							
4400	Maintenance	30	1787	2700	913	913	66.2%
4450	Boxley Village Green	0	8682	10000	1318	1318	86.8%
4460	WDJ Orchard	0	1334	1300	(34)	(34)	102.6%

Green Spaces :- Indirect Expenditure		30	11803	14000	2197	2197	84.3%
Movement to/(from) Gen Reserve		(30)	(11,803)				

240 Grounds Maintenance							
4500	Grounds Maintenance Contract	0	6273	6361	88	88	98.6%
4505	Roundabout Maintenance	0	0	306	306	306	0.0%

Grounds Maintenance :- Indirect Expenditure		0	6273	6667	394	394	94.1%
Movement to/(from) Gen Reserve		0	(6,273)				

250 Street Furniture							
4550	Noticeboards	0	0	2100	2100	2100	0.0%
4560	Village Signs	0	0	500	500	500	0.0%

Street Furniture :- Indirect Expenditure	0	0	2600	2600	2600	0.0%
Movement to/(from) Gen Reserve	0	0				

260 Beechen Hall							
1230	Hire Fees Casual	389	15815	16400	585		96.4%
1231	PL Insurance Income	4	174	220	47		78.9%
1235	Hire Fees Regular	2079	28725	31775	3050		90.4%
1250	Wages - AEC	0	241	460	220		52.3%

Beechen Hall :- Income	2473	44954	48855	3901		92.0%
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4001	Wages	1515	16876	20529	3653	3653	82.2%
4005	PAYE	205	2324	2496	172	172	93.1%
4010	Pensions	21	238	248	10	10	95.9%
4020	Administration	43	335	366	31	31	91.6%
4025	Audit	0	0	328	328	328	0.0%
4035	Rates	0	3817	3819	2	2	99.9%
4040	Licences/Leases	54	612	582	(30)	(30)	105.1%
4105	Insurance	0	1130	1082	(48)	(48)	104.4%
4210	Contingency Fund	0	1939	6000	4061	4061	32.3%
4605	CCTV/Alarms Maintenance	0	941	956	15	15	98.5%
4610	Consumables	39	699	914	215	215	76.5%
4615	Electricity	157	1715	2080	365	365	82.4%
4620	Gas	225	1355	1130	(225)	(225)	119.9%
4625	Water	287	916	969	53	53	94.5%
4630	Electrical Safety	0	345	400	55	55	86.3%
4635	Fire Safety	0	79	254	175	175	31.1%
4640	Gas Maintenance	80	80	257	177	177	31.1%

4645	Ground Maintenance	0	192	594	402	402	32.3%
4650	Hall Maintenance	0	1482	2700	1218	1218	54.9%
4655	Hall Marketing	0	4	125	121	121	3.2%
4656	Hire fee refund	0	121	0	(121)	(121)	0.0%
4660	Refuse Collections	166	1507	1347	(160)	(160)	111.9%

Beechen Hall :- Indirect Expenditure	2792	36705	47176	10471	10471	77.8%
Movement to/(from) Gen Reserve	(319)	8248				

270 Beechen Hall projects							
4550	Noticeboards	0	0	1250	1250	1250	0.0%
4705	Internal Decoration	0	205	1000	795	795	20.5%
4710	External Decoration	0	0	1000	1000	1000	0.0%

Beechen Hall projects :- Indirect Expenditure	0	205	3250	3045	3045	6.3%
Movement to/(from) Gen Reserve	0	(205)				

280 Allotments							
1280	Allotment Income	0	985	1009	24		97.6%

Allotments :- Income	0	985	1009	24		97.6%
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4020	Administration	0	67	80	13	13	83.4%
4105	Insurance	0	243	276	33	33	88.0%
4400	Maintenance	0	1290	1600	310	310	80.6%

Allotments :- Indirect Expenditure	0	1599	1956	357	357	81.8%
Movement to/(from) Gen Reserve	0	(614)				

<b>Environment</b>							
300 Environment							
4800	Street Maintenance	0	1193	5300	4107	4107	22.5%

Environment :- Indirect Expenditure	0	1193	5300	4107	4107	22.5%
Movement to/(from) Gen Reserve	0	(1,193)				

Grand Totals:- Income	3072	163548	166937	3389		98.0%
Expenditure	15159	158914	310656	151742	151742	51.2%
Net Income over Expenditure	(12,087)	4634	(143,719)	(148,353)		

Movement to/(from) Gen Reserve	(12,087)	4634
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