



**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 November 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 12 September 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 3025/4.1 Charitable Incorporated Organisations (CIOs). An update will be provided at the meeting.
- 4.2 Minute 3026/12. Refreshing of website. This work has commenced and will be completed as office time allows. See also item 12 below.
- 4.3 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 5.1 (pages 3-4).
- 5.3 Income/Expenditure report as at 31 October 2017. See report (pages 15-22).
- 5.4 Parish Councillor Audit, completed copy to be supplied to members prior to meeting. See report (pages 4-5).
- 5.5 Financial Reports. See report (pages 5-6).

**6. Contingency Fund and Budget adjustments**

Requests for budget adjustments and payment from contingency fund. See report (page 6).

7. **Personnel matters**

- 7.1 TOIL, training, leave and leave/sickness cover.
- 7.2 Staff appraisals. See report (page 6).

8 **Budget 2018/2019**

Draft Budget 2018/2019 to follow. Members are reminded to submit any suggestions or projects to the parish office/committees.

9 **Grant Requests**

- 9.1 Heart of Kent Hospice. See report (pages 7-10).
- 9.2 Friends of Boxley Church. See report (page 11).

10. **Parish Hall Extension: Possible Public Works Loan**

To consider the report (pages 11-13 plus confidential enclosure).

11 **Policies and Procedures: Reports and Reviews**

- 11.1 Investment Strategy (review). See report (pages 13-14)
- 11.2 Grants policy & Procedure; and Electronic recording of meetings of the Parish Council and its committees. The Clerk, having reviewed, considers them still fit for purpose.
- 11.3. General Risk Assessment. Confirmation that no made changes or updating were requested after the F&GPC July meeting.

12 **Electronic Communication and Outreach**

To discuss the issues, including the website.

13 **Matters for Information**

To receive any information.

14 **Date of Next Meeting**

Tuesday 16 January 2018 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 6 November 2017.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 7 November 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 12 September 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.** *Purpose of the report. To safeguard the parish council's funds and to ensure a robust method of maintaining the accounting system is in place. Periodic reconciliations are required, the Parish Council decides how many and when and the F&GPC undertakes these at each meeting.*

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

**Account closing balances.**

Item	Statement Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	29.09.17	Coop General Account	£23,592.94
5.1.2	01.11.17	HSBC Beechen Hall	£66,957.93 See explanation 5.1.9 below
5.1.3	01.11.17	Unity Trust Bank (UTB)	£31,623.02
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	25.07.17	Barclays Bank	£41,439.25
5.1.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
5.1.7	22.10.17	Lloyds B (matures 26/01/2018)	£25,013.75
5.1.8	05.04.17	Nationwide Beechen Hall (now 95 day saver account which rolls over)	£55,873.90
5.1.9	31.10.17	Nationwide Parish Council (now 95 day saver account which rolls over)	£19,999.66
		Total	£391,343.26

**5.2 Investments.**

*Purpose of the report.* To safeguard the parish council's funds and to ensure a robust accounting procedure any investment transaction requires prior approval by the F&GPC.

See 5.1.7 Lloyds B reinvested for an additional 3 months.

See 5.1.9 Nationwide Parish Council. Funds have been withdrawn to 'top-up' UTB. The maturing funds were actually credited to the HSBC account when it was anticipated that they would be returned to the Barclay's account. The funds will now be transferred from HSBC to UTB. The top up transfer was agreed at the Sept F&GPC meeting.

**5.4 Parish Councillor Audit.** *Purpose of the report. To comply with the Accounts and Audit Regulations 2015 and as part of the Risk Management controls put in place by F&GPC.*

A copy of the completed audit report will be supplied to members before the meeting. Due to a large sum of cash being received the day before the audit arrangements had been made to pay the amount into the bank and the paying in book was not available for Cllr Hollands to check. This and another document will be shown to Cllr Hollands to complete his audit and for him to sign the report.

One issue that Cllr Hollands has identified is the quarterly Minimum Standards Check which he considers to be an unnecessary duplication of work. He has suggested that it be discontinued. The protocol for this check is shown below.

Clerk's note: A monthly Minimum Standards Check was imposed on the parish council by a previous insurer (AON/Cornhill) but when the parish council moved insurers it was no longer mandatory. However the then Finance Committee decided to maintain a quarterly check using the same procedure; this in addition to the two parish councillor audits and the two independent internal auditor audits.

As the office and councillors have got busier it has proved difficult to get this work completed every quarter. Many of the requirements that may require more frequent checking than at the four audits could be met by incorporating a couple of the checks/reports into the F&GPC meetings.

Members may wish to consider the following:

- Petty cash. Ask the F&GPC or PC chairman or a councillor to check the petty cash prior to an F&GPC meeting.
- Pay. As all the pay information is provided to the councillors authorising the transactions and the Clerk/Assistant Clerk try to alternate preparing the pay schedule, leave verification it to the councillors who authorise payment.
- F&GPC to require the Clerk to confirm that there has been a quarterly change to the password, or more frequently if required e.g. work experience person has been in the office.

It is considered that all the rest of the tests are either covered by current audit and basic good management practice or are just for information.

**Minimum Standards Checks for Insurance Purposes**

**Minimum Standards of Control**

The Insured must comply with the minimum standards of control below.

<p>a) Money; unless</p> <ul style="list-style-type: none"> <li>i) Cash Receipts – Employees are required to bank within two (2) working days of receipt all cash in excess of £200 received in the course of the Business.</li> <li>ii) Cash and Petty Cash – cash in hand and petty cash must be checked independently of Employees responsible at least quarterly.</li> <li>iii) Reconciliation – bank statements, bank paying slips, receipts, counterfoils and vouchers must be checked at least quarterly to ensure policies, procedures and good</li> </ul>	
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<p>practice are being followed.</p> <p>iv) Payments authorisation – all cheques or other bank instruments must be manually signed by two (2) authorised persons after the amount has been inserted and the Insured must have advised their bankers accordingly.</p> <p>v) No payment authorisation must be signed until one signatory has validated the requisition, examined the supporting documentation and ensured the payee is a genuine client or creditor.</p> <p>vi) Wages – wages and salary sheets must be checked independently of the Employees responsible for their preparation to ensure that the amounts are correct and that no fictitious names have been included.</p> <p>vii) A check of the previous month’s salary including PAYE calculations is required.</p>	
<p>b) Computer Security</p> <p>i) All Employees with access to wage accounts or stock control functions must have a secure individual password to access the system which must be changed at least every six (6) months. Password changed .....</p> <p>ii) All computer media (disc tapes etc) in respect of wages accounts or stock control must be securely stored in locked cabinets when not in use by authorised Employees.</p>	
<p>c) Auditors</p> <p>The accounts of the Insured, including all subsidiary companies, must be examined every twelve (12) months in accordance with the requirements of the Audit Commission. All recommendations or alternatives acceptable to the auditors must be implemented without delay.</p>	
<p>(d) Termination of Service</p> <p>Upon the termination of service of any Employee the Insured shall take all reasonable precautions to prevent a loss as insured by this Section, including but not limited to:</p> <p>i) The changing of all alarm and other security codes or passwords the Employee had or may have had knowledge of.</p> <p>ii) The deletion or invalidation of any access codes or passwords the Employee has to access computer or other systems.</p>	
<p>(e) All employees must be instructed as to their duties and responsibilities in respect of the minimum standards of Control and compliance enforced. New employees must be reference checked.</p>	

**5.5 Financial Reports.**

RFOs Report.

At the September F&GPC meeting members discussed the reports produced for the F&GPC and Cllr Hayday e-mailed his ideas for improvements. He is suggesting that a trial balance is produced for each F&GPC meeting with a view to having a cross reference with the sums on the bank statements and Income and Expenditure report. A trial balance can

be done with a minimum of impact on office time unfortunately the accounting system has limitations on how this can be linked to the other documents.

The following problems have been identified as causing problems in trying to cross reference figures

- The trial balance report is closed and there is no flexibility for the period it is produced, this means that it is only relevant for the day it is printed off. Regardless of the date/month any inputting into the accounting system updates this document.
- The bank statements on the 3 most active accounts come in at different dates.
- At the end of each month the accounts have to be closed (Month end closure) but this can only be done once all the bank statements have been received and all inputting for that month is completed. This month end closure can be 7 -14 days into the next month.
- The Income& Expenditure Report is produced for the F&GPC meeting (so every two months) and it is placed on the F&GPC agenda.
- The F&GPC agenda is normally supplied a week before the meeting and this can easily be before the month end closure.
- It could be possible to produce reports that could be cross referenced but it would probably require manual amendments to the reports that can be saved as excel documents and the RFO considers that this defeats the object of there being a check to try to detect anomalies or fraud.

The parish council is required to meet the Accounts and Audit Regulations 2015 and the guidance in The Practitioners Guide and in September the Clerk undertook a review to ensure the council was still complying and that its checks and processes of internal audit were still relevant which they were.

Members have to decide what auditing processes and reporting systems/processes they require but these cannot go below the standards set in the regulation and guidance. Regardless of whether it is F&GPC or any other committee when deciding on any new system or process members should be totally clear as to why they are requiring something to be produced or introduced so that every member understands the purpose of what is being proposed and can consider a) whether there is a need, b) the impact on the agenda and c) the impact on office time, this is not only for financial reports this is for all requests for additional or new work.

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

Payment from Contingency Fund. Parish tour. £350 to pay for the coach for the parish tour as it was planned for last year but cancelled and is now taking place this financial year.

Budget adjustment. Chairman's Civic Allowance. Expenditure for this year is likely to go over the budget, a verbal report will be given at the meeting.

**Item 7 Personnel matters.** Purpose of item: Decision

- 7.3 **Staff Appraisals** The Clerk's Appraisal was completed by the Chairman Bob Hinder and the report he wrote was positive. Objectives and Targets were agreed. As part of the appraisal the Clerk's job description was reviewed and the following omissions were noted: Allotments; Burial Ground; Social Media; Volunteer Groups; and Weaving Diamond Jubilee Orchard.

**Item 9. Grant Requests.** Purpose of item: Decision

9.1 Heart of Kent Hospice. Request for £500.

Clerk's note. The last donation made by the F&GPC was £400 in September 2015.

**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](mailto:clerk@boxleyparishcouncil.org.uk).

**Application from**

Title/organisation	Heart of Kent Hospice
Contact details	Ms Heather Graham Trusts & Foundations Manager Heart of Kent Hospice Preston Hall Aylesford ME20 7PU
Telephone/email	01622 790195 <a href="mailto:heather.graham@hokh.co.uk">heather.graham@hokh.co.uk</a>

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.

*Please see attached request. Last year we were privileged to care for three people from Boxley Parish and a total of 73 in the last six years, in addition to carers and families of our patients.*

If applicable, registered charity reference number. 298164

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

Are there any restrictions placed on who can use/access the services. YES  
Please supply details of any restrictions. *Our beneficiaries must be adults with a terminal illness*

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... 3.10.17 .....

**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... 3.10.17 .....

Position in organisation... Trusts + Foundations Manager .....



### Project Summary

Our response to the increasing number of dementia diagnoses has been to tackle the need head-on by recruiting experts to help patients and their carers face the challenges which the disease brings. We encourage early referrals and assist those with dementia to express their wishes for the future while they can still can. Then we support them and their carers to live as well as possible. At the end, we endeavour to ensure death does not become a crisis for those involved. We want to continue to reach more people who are living with effects of this illness and to share our expertise more widely.

### About Us

For 26 years, Heart of Kent Hospice has been providing palliative care for adults with life-limiting illnesses as well as supporting those who are closest to them. We offer skilled care for those who have reached the end of life and help others make the most of the time they have left, ensuring their quality of life is as good as it possibly can be. Everything we do is defined by compassion, respect and the understanding that each individual's needs are unique. At any one time over 550 patients are benefiting from our services which are free of charge to everyone.

### Why a Dementia Service is needed

The number of people aged 65 and over in West Kent is projected to rise by around 27% in ten years and increasingly, as the population ages, dementia is expected to be a primary or secondary cause of death. It is a terminal illness with a life expectancy less than most cancers, so sufferers benefit greatly from palliative care which is all about reducing stress and enhancing comfort.

Some of the carers of our dementia patients told us what life was like for them before they found our service. Phyllis, for example, described how her husband had completely slipped through the net: *"After he was diagnosed we heard nothing for four years. We were just left. Things only started kicking in when I broke down at the doctor's surgery and she realised things were really bad".*

### How our Dementia Services makes a difference

Our service gives expert advice and practical assistance and comfort wherever our patients live, including care homes. We work closely with other healthcare professionals in the area including GPs, hospitals, memory clinics and other charities to provide a joined-up approach to each patient's care. We have two dementia lead nurses who support people to maintain their independence and to live as well as possible with the disease. Often those with dementia have other illnesses too, such as heart disease, cancer or diabetes but our highly-skilled nurses also have extensive knowledge of these and can address medical and other needs in a way which is personalised and flexible.



Dementia sufferers often end up in A&E in a crisis but we aim to prevent this happening by facilitating timely (if difficult) conversations about wishes and preferences for the future. Support

for carers is just as important as it is for the cared-for, especially in the latter stages when they may be struggling to cope while steadily losing the person they love. We give positive advice about the different phases of the disease, helping them manage existing problems better and preparing them for what may happen in future. For example, a carer may not understand why the person with dementia is not eating and our nurses might explain that the brain can no longer recognise mashed potato on a white plate; using a coloured plate instead offers a simple and very effective solution.

Every month with the assistance of trained volunteers, we run a Dementia Café for patients and carers to access professional and peer support. The café helps to address the social isolation which so often accompanies this illness and improves wellbeing.

We train care home staff to help them care better for people with different dementias, to recognise the changes which signal the end of life and to support families better. We have also trained nurses at Pembury and Maidstone Hospital and delivered dementia education to schoolchildren.

The number currently benefiting from our service has grown from 99 to 167 in twelve months, and carers and families are in addition to those figures. Within the same timeframe, 130 more people were able to die a 'good' death – in the place where they felt comfortable and safe.

*"My husband Jim had dementia for many years and I was his carer. It's a horrible disease – every day I would see a little bit of him disappear as it started to take hold. I heard the hospice was running a Dementia Café and decided we would go. That's when we met Tracy for the first time - she pulled up a chair and listened to me. Tracy understood not just what was right for Jim, but how I was feeling too. I feel so lucky to have had her with us through our journey - every family going through this needs a Tracy!" Alison*



Jim and Alison

#### **How we plan to develop the Dementia Service**

We want to help more dementia sufferers to live and die well with the disease and more carers to be well-informed, understood and reassured. Plans include monthly educational and therapeutic programme called "Making Memories" for patients and carers to attend together it will give positive advice to carers about the next phase of the disease (such as managing challenging behaviour), as well as cognitive stimulation for the patients such as singing for the mind and art therapy. We also plan to run a second dementia café, expand our education programme for healthcare professionals including GPs and seek new ways to collaborate with others so as to offer better, more streamlined services to those who need them.

#### **Our request**

We are most grateful to the Councillors of Boxley Parish Council for their support in past years and would be most grateful if they would consider making a difference to the comfort and wellbeing of people with dementia, their families and carers by giving a grant of £500. This would cover the cost of over 13 visits by our dementia nurses to patient homes, each visit lasting around 90 minutes and costing £37.68. Thank you very much for considering this request.

**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](mailto:clerk@boxleyparishcouncil.org.uk).

Application from

Title/organisation	Friends of Boxley Church
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.

This is a request for a grant to cover the annual Public Liability Insurance which this year is £261.  
 All events organised by the friends are open to the public, and whilst not all members live within the parish, the committee all worship and are actively involved with Boxley Church

If applicable, registered charity reference number. 287040

Have you included a copy of the last year end accounts? YES/NO *awaiting approval after AGM on 19.11.17.*

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."

Signed..... [Redacted] ..... date..... 2.01.17 .....

**Statement of understanding.**  
**I have read and understood the Boxley Parish Council Grants Policy and Procedure**

**Item 10 Parish Hall Extension: Possible Public Works Loan**

The following contains parts of the original guidance given to members in August 2016.

**Clerk briefing.**

The F&GPC has to consider a recommendation to the Parish Council on how the work is going to be funded.



Parish councillors may be conflicted as to whether large sums of money should be spent on a particular project. With 15 members on the parish council it is right that all have an opportunity to participate in any decision that is out of the norm. In this case the investigations and decisions of the Estates Committee, F&GPC and the Parish Council have been taken in an open and accountable way and all agendas and minutes have been available on the parish council's website and supplied to parish councillors.

**Cost.** *Due to the commercially sensitive information this information will be supplied separately to members as an enclosure.*

### **Funding the project.**

The parish council has £55,873 invested in the name of Beechen Hall. This is under the control of the Estates committee, which also has a fairly healthy current account (see 5.1 above). In addition the parish council has other reserves that could be drawn on, although some are restricted.

With this in mind, the RFO considers that there are potentially three options to fund the extension.

1. The parish council's reserves could be used to **fund all the work** in which case the F&GPC and the parish council would have to consider the implication of draining emergency reserves and also the need to protect Restricted Reserves (reserves that have to be safeguarded for the parish council to meet its legal responsibilities). Such a review would allow members to reach the decision in an informed way and also consider future policy on the amount of reserves the parish council intends to hold and whether there is a need to plan to replace the reserves that will be used.
2. Apply for a **Public Works Loan (PWL) for part of the cost** and use this and the parish council's reserves to fund the whole project. The advantage of this approach would be that the parish council's reserves would not be as significantly reduced and future parishioners, who will benefit more from the extension, would be contributing towards the cost through repayments made on the loan.
3. Raise the precept to pay towards the cost along with use of reserves and a PWL.

### What would a PWL cost?

To obtain a rough idea the RFO used the PWLB website to obtain some early information and on an interactive part of the website entered in the amount of £60,000 for a loan. *Clerk's note, this sum was not picked for any particular reason it will be up to members to decide the amount.*

For such an amount, to be paid back between 15 - 20 years, the percentage rate for an annuity would be 2.34 giving a total cost repayment of £75,476.

A similar amount over the same repayment period but with equal instalments of principal (EIP) was shown as 2.30% and a total repayment of £74,145.

Please note further investigation will be required and a fuller report of all the possible options regarding repayment period, amount of loan etc. will be produced.

### **Chairman's Guidance**

It is the responsibility of the F&GPC to decide whether it is prudent to use the parish council's reserves for projects and obviously the larger the amount being considered the more complicated and possibly controversial the decision may be. It is therefore vital that any recommendation or decision, either by the F&GPC or the parish council, is undertaken in an open and accountable way and if deemed necessary public consultation should be undertaken.

Projects that benefit only part of the parish can be of concern to some residents who perceive that they gain no advantage and the parish council should always be mindful of this. It must take care to ensure that it presents information or publicises a project so that residents can see and understand how and why a particular decision was reached. The parish council has supported and undertaken projects in areas that potentially only benefit part of the overall parish, for instance Weaving Diamond Jubilee Orchard, so it has a history of investing in individual communities as opportunities arise.

Parish councillors may also be conflicted as to whether large sums of money should be spent on a particular project. With 15 members on the parish council it is right that in such cases all have an opportunity to participate in any decision. For this reason, as always, the investigations and decisions of the Estates Committee have been taken in an open and accountable way with all agendas and minutes being available on the parish council's website and supplied to parish councillors and open to comment.

If the F&GPC decides to make a recommendation to release reserves the parish council could either vote against or agree in principle to the project, subject to additional information being supplied. The type of information that might be needed is identified in the RFO briefing.

It is vital to agree in advance, in the form of terms of reference, which group of people will be responsible for progressing which part of the project and what decision/s they are authorised to take. It will be possible to produce such a draft document for the September parish council meeting.

## **Item 11 Policies and Procedures: Reports and Reviews**

Clerk's note. F&GPC has identified that it would like a £30,000 maximum investment threshold for the Cooperative Bank Account. Do members still consider that this is relevant?

### **11.1 Investment Strategy (review) Current document.**

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.

### **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 RFO 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.
- 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 RFO 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 as appropriate. 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 RFO.
- All investments will be made in the name of Boxley Parish Council or Boxley Parish Council Beechen Hall.
- The Financial Regulations requirement for two 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~~ an account's funds may fluctuate and be above the £75,000 Financial Services Compensation amount. ~~and above the~~ The Cooperative's account threshold has been set at £30,000 threshold by the F&GP Committee.



**Item 5.3** Income/Expenditure report 31 October 2017

*Purpose of the report – The Parish Council is required by the Accounts and Audit Regulations 2015 to monitor its Expenditure against Income and Budget. The Parish Council has to ensure itself that the Responsible Financial Officer, acting on behalf of the Parish Council, has put in place arrangements for effective financial management, and has maintained an adequate system of internal control and risk management.*

Clerk’s explanation on codes over/underspent.

100/4035 and 260/4035. Parish office and Beechen Hall Rates. The changes to the way the rates were calculated occurred after the budget was set. There was a significant reduction in the rates being charged hence the large underspend.

150/4275 Walderslade Woodland Group. Overspend is caused by the group using some of their earmarked reserves to buy equipment etc.

260/4040 Licences/leases. A decision to split the photocopier lease charge 50/50 between the office and Beechen Hall, to more accurately reflect the use of the copier has resulted in an over spend on this budget.

Note. Due to formatting issues, yet to be sorted some manual adjustment to figures has occurred and these are shown in bold italics.

**PARISH COUNCIL**

		<b>Boxley Parish Council</b>					
		Detailed Income & Expenditure by Budget Heading 03/11/2017					
		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent
<b>100</b>	<b>Parish Office</b>						
4000	Salaries	3,516	25,031	43,020	17,989		58.2%
4005	PAYE	1,123	7,944	13,261	5,317		59.9%
4010	Pensions	79	557	1,643	1,086		33.9%
4020	Administration	105	1,040	1,700	660		61.2%
4025	Audit	0	(25)	400	425		(6.3%)
4026	Bank/Credit card charges	0	32	0	(32)		N/A
4030	Books and Publications	0	0	60	60		0.0%
4035	Rates	0	424	1,684	1,260		25.2%
4040	Licences/Leases	138	1,458	2,652	1,194		55.0%
4045	Subscriptions	0	1,336	1,675	339		79.8%



4050	Training/Conferences	0	60	750	690		8.0%
4055	Travel-Staff	0	211	596	385		35.4%

Parish Office :- Indirect Expenditure		4,961	38,068	67,441	29,373		56.4%
Movement to/(from) Gen Reserve		(4,961)	(38,068)				

		Actual	Actual Year	Current	Variance	Funds	% Spent
		Current Mth	To Date	Annual Bud	Annual Total	Available	
110	General Parish Council						
4050	Training/Conferences	0	0	0	0		N/A
4100	Hire of Halls	30	235	380	145		61.8%
4105	Insurance	0	1,727	2,381	654		72.5%
4110	Parish Tour	0	0	0	0		N/A
4115	Publicity	495	5,272	7,925	2,653		66.5%
4120	Website Admin	0	0	330	330		0.0%
4125	Referendum	0	0	15,000	15,000		0.0%

General Parish Council :- Indirect Expenditure		525	7,234	26,016	18,782		27.8%
Movement to/(from) Gen Reserve		(525)	(7,234)				

		Actual	Actual Year	Current	Variance	Funds	% Spent
		Current Mth	To Date	Annual Bud	Annual Total	Available	
120	Councillor & Subsistence Allow						
4150	Chairman's Allowance Personal	9	73	129	56		56.6%
4155	Chairman's Allowance Civic	0	20	100	80		20.0%
4160	Councillor's Allowance/PAYE	346	2,414	4,107	1,693		58.8%
4165	Subsistence	0	0	100	100		0.0%

Councillor & Subsistence Allow :- Indirect Expenditure		355	2,507	4,436	1,929		56.5%
Movement to/(from) Gen Reserve		(355)	(2,507)				

		Actual	Actual Year	Current	Variance	Funds	% Spent
130 Finance		Current Mth	To Date	Annual Bud	Annual Total	Available	
1076	Precept	0	107,437	107,437	0		100.0%
1077	Government Grant	0	0	0	0		N/A
1090	Interest Received	14	674	1,863	1,189		36.2%
1100	Parish Service Scheme	0	6,856	13,611	6,755		50.4%
1130	Other	0	1,676	0	(1,676)		N/A
Finance :- Income		14	116,643	122,911	6,268		94.9%
4210	Contingency Fund	0	3,767	27,532	23,765		13.7%
4220	Land Aquisition	0	0	52,831	52,831		0.0%

Finance :- Indirect Expenditure	0	3,767	80,363	76,596		4.7%
Movement to/(from) Gen Reserve	14	112,876				

		Actual	Actual Year	Current	Variance	Funds	% Spent
150 Grants		Current Mth	To Date	Annual Bud	Annual Total	Available	
4270	Other Grants	0	1,330	2,000	670		66.5%
4275	Walderslade Woods Group	2	5,715	5,177	(538)		110.4%
4280	Village Hall Grants	0	0	1,500	1,500		0.0%
4285	Vinters Valley Park LNR	0	896	6,214	5,318		14.4%
4290	Friends of Boxley Warren	0	42	568	526		7.4%

Grants :- Indirect Expenditure	2	7,983	15,459	7,476		51.6%
Movement to/(from) Gen Reserve	(2)	(7,983)				

<b>ESTATES</b>		Actual	Actual Year	Current	Variance	Funds	% Spent
		To Date	Annual Bud	Annual Total	Available		
220	Current Mth						
1200	Burials	0	0	1,250	1,250		0.0%
Burial Ground :- Income		0	0	1,250	1,250		0.0%
4045	Subscriptions	0	90	92	2		97.8%
4420	Admin Fee	0	0	250	250		0.0%

Burial Ground :- Indirect Expenditure		0	90	342	252		26.3%
Movement to/(from) Gen Reserve		0	(90)				

		Actual	Actual Year	Current	Variance	Funds	% Spent
		Current Mth	To Date	Annual Bud	Annual Total	Available	
230	Green Spaces						
4210	Contingency fund	0	0	2,000	2,000		0.0%
4400	Maintenance	31	944	2,500	1,556		37.8%
4450	Boxley Village Green	0	0	500	500		0.0%
4460	WDJ Orchard	0	70	500	430		14.0%

Green Spaces :- Indirect Expenditure		31	1,014	5,500	4,486		18.4%
Movement to/(from) Gen Reserve		(31)	(1,014)				

		Actual	Actual Year	Current	Variance	Funds	% Spent
		Current Mth	To Date	Annual Bud	Annual Total	Available	
240	Grounds Maintenance						
4500	Grounds Maintenance Contract	0	4,327	7,967	3,640		54.3%
4505	Roundabout Maintenance	0	0	306	306		0.0%
Grounds Maintenance :- Indirect Expenditure		0	4,327	8,273	3,946		52.3%

Movement to/(from) Gen Reserve	0	(4,327)				
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		Actual	Actual Year	Current	Variance	Funds	% Spent
		Current Mth	To Date	Annual Bud	Annual Total	Available	
250	Street Furniture						
4550	Noticeboards	1,005	(196)	0	196		N/A
4560	Village Signs	0	0	200	200		0.0%

Street Furniture :- Indirect Expenditure	1,005	(196)	200	396		(98.0%)
Movement to/(from) Gen Reserve	(1,005)	196				

		Actual	Actual Year	Current	Variance	Funds	% Spent
		Current Mth	To Date	Annual Bud	Annual Total	Available	
260	Beechen Hall						
1091	Interest received	0	0	402	402		0.0%
1230	Hire Fees Casual	1,444	9,522	16,200	6,678		58.8%
1231	PL Insurance Income	16	106	222	116		47.7%
1235	Hire Fees Regular	1,988	16,081	30,000	13,919		53.6%
1250	Wages - AEC	40	180	400	220		45.0%
Beechen Hall :- Income		3,488	25,889	47,224	21,335		54.8%
4001	Wages	1,584	11,118	19,235	8,117		57.8%
4005	PAYE	201	1,410	2,306	896		61.1%
4010	Pensions	22	154	452	298		34.1%
4020	Administration	2	69	200	131		34.5%
4025	Audit	0	(25)	400	425		(6.3%)
4035	Rates	0	989	3,930	2,941		25.2%

4040	Licences/Leases	0	507	409	(98)		124.0%
4105	Insurance	0	1,016	1,215	199		83.6%
4210	Contingency Fund	0	0	6,000	6,000		0.0%
4605	CCTV/Alarms Maintenance	0	0	970	970		0.0%
4610	Consumables	67	500	914	414		54.7%
4615	Electricity	143	962	2,080	1,118		46.3%
4620	Gas	0	400	1,130	730		35.4%
4625	Water	0	362	825	463		43.9%
4630	Electrical Safety	0	410	410	0		100.0%
4635	Fire Safety	0	80	80	0		100.0%
4640	Gas Maintenance	0	0	257	257		0.0%
4645	Ground Maintenance	0	0	500	500		0.0%
4650	Hall Maintenance	32	1,120	2,500	1,380		44.8%
4655	Hall Marketing	0	0	200	200		0.0%
4656	Hire fee refund	0	0	0	0		N/A
4660	Refuse Collections	138	1,248	2,039	791		61.2%
4720	Car Park Lights	0	(707)	0	707		N/A

Beechen Hall :- Indirect Expenditure	2,189	19,613	46,052	26,439		42.6%
Movement to/(from) Gen Reserve	1,299	6,276				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent
270 Beechen Hall projects						
4550 Noticeboards	0	0	300	300		0.0%
4705 Internal Decoration	0	0	500	500		0.0%
4710 External Decoration	0	0	500	500		0.0%
<b>Floor</b>	<b>0</b>	<b>640</b>	<b>15000</b>	<b>14360</b>		<b>4.3%</b>
4716 External Decoration	2,593	3,280	25,000	21,720		13.1%

4717	Height barrier	0	0	2,000	2,000		0.0%
4718	Toilet refurbishment	0	0	25,000	25,000		0.0%

Beechen Hall projects :- Indirect Expenditure	2,593	3920	68300	64380		5.7%
Movement to/(from) Gen Reserve	(2,593)	(3,920)				

		Actual	Actual Year	Current	Variance	Funds	% Spent
		Current Mth	To Date	Annual Bud	Annual Total	Available	
280	Allotments						
1280	Allotment Income	14	992	960	(32)		103.3%
	Allotments :- Income	14	992	960	(32)		103.3%
4020	Administration	0	0	30	30		0.0%
4105	Insurance	0	255	255	0		100.0%
4400	Maintenance	380	1,315	2,300	985		57.2%

Allotments :- Indirect Expenditure	380	1,570	2,585	1,015		60.7%
Movement to/(from) Gen Reserve	(366)	(578)				

## ENVIRONMENT

		Actual	Actual Year	Current	Variance	Funds	% Spent
		To Date	Annual Bud	Annual Total	Available		
300	Current Mth						
4800	Street Maintenance	0	(96)	15,000	15,096		(0.6%)
4801	Seat - timber tops	0	830	3,000	2,170		27.7%
4802	Highway projects	0	0	40,000	40,000		0.0%

Environment :- Indirect Expenditure	0	734	58,000	57,266		1.3%
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Movement to/(from) Gen Reserve	0	(734)			
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<b>Grand Totals:-</b>					
<b>Income</b>	<b>3,516</b>	<b>143,524</b>	<b>172,345</b>	<b>28,821</b>	<b>83.3%</b>
Expenditure	<b>12,038</b>	<b>90629</b>	<b>382967</b>	<b>292338</b>	<b>23.7%</b>
Net Income over Expenditure	<b>(8,523)</b>	<b>552895</b>	<b>(210622)</b>	<b>(263517)</b>	
Movement to/(from) Gen Reserve	<b>(8,523)</b>	<b>52895</b>			

**Item 8 Budget 2018/2019 (Draft)**

Printed on 06/11/2017  
at 11:33:00

Boxley Parish Council  
Annual Budget - By Committee  
Note: Working doc 2017 2018 B

	Last Year (16/17)		Current Year (17/18)			increase	Next Year (18/19)		Notes
	Budget	Actual	Total budget	Actual YTD	Forecast total		Suggested	Carried Forward Agreed	
<b>Parish Council</b>									
<b>100 Parish Office</b>									
4000 Salaries	40372	41493	43020	25031	0		tbc		
4005 PAYE	16005	13504	13261	7944	0		tbc		
4010 Pensions	938	913	1643	557	0		tbc		
4020 Administration	2132	1946	1700	1040	1700	3	1751		
4025 Audit	369	325	400	-25	400	3	412		
4026 Bank/Credit Card Charges	0	0	0	32	110		250		
4030 Books and Publications	120	106	60	0	0		30		
4035 Rates	1656	1636	1684	424	606	5	636.3		Currently the rates are worked out as a 30/70 split with the hall paying 70%. It is envisaged that this split will be adjusted to ensure the hall pays any increase caused by the extension.



4040 Licences/Leases	1400	2003	2652	1458	2331	3	1950	Adjustments have been made to the way leases and licences being split with the hall, in 18/19 the hall will contribute to the accounting licence and also the IT backup.
4045 Subscriptions	1587	1640	1675	1336	1670	3	1720.1	
4050 Training/Conferences	1000	440	750	60	200	3	206	
4055 Travel-Staff	512	641	596	211	596	1	601.96	
<b>110 General Parish Council</b>								
4100 Hire of Halls	480	430	380	235	380	3	391.4	
4105 Insurance	2112	1867	2381	1727	1800	5	1890	
4110 Parish Tour	380	0	0	0	380		0	
4115 Publicity	6975	7847	7925	5272	8323	3	8572.69	
4120 Website Admin	330	0	330	0	0	?		
Referendum	15000	0	15000	0	0		0	
4125								The Government has ruled out a referendum for Parish Councils next year.
<b>120 Councillor &amp; Subsistence Allow</b>								
Chairman's Allowance								
4150 Personal	622	618	129	73	129	1	130.29	
4155 Chairman's Allowance Civic Councillor's	100	99	100	20	150		150	
4160 Allowance/PAYE	7140	3613	4107	2414	4137	1	4178.37	
4165 Subsistence	250	209	100	0	200		100	

<b>130 Finance</b>							
1076 Precept	98481	98481	107437	107437	107437		
1077 Government Grant	2062	2062	0	0	0		
1090 Interest Received	1766	2783	1863	674	845		800
1100 Parish Service Scheme	14014	14014	13611	6856	13710.5	?	
1130 Other	0	245	0	1676	1676		
Public Works Loan						tbc	
4210 Contingency Fund	36950	22236	27532	3767	3900		30000
4220 Land Aquisition	75564	0	52831	0	0		
<b>150 Grants</b>							
4270 Other Grants	2000	1143	2000	1330	1230	1500?	
4275 Walderslade Woods Group	5075	2004	5177	5715	6100	2?	6222
4280 Village Hall Grants	1400	1264	1500	0	0		1500
4285 Vinters Valley Park LNR	8340	8340	6214	896	6214	2?	6338.28
4290 Friends of Boxley Warren	556	312	568	42	568	2?	579.36

Estimate is on the current investments which expire in 2018

**Requested funding for projects**

Defibrillator

500

To move current unit outside the hall for which an alarmed and heated external box is required