



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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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 17 January 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 15 November 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 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. Has been appointed and arrangements are being made for him to visit the office.
- 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 items 5.1 and report (page 3).
- 5.3 Income/Expenditure report as at 5 January 2017. (pages 10 - 15).

6. Investment Opportunities

To receive and consider a summary of the Risk Assessment questionnaires (pages 7-9).

7. Contingency Fund and Budget adjustments

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

8. **2017/2018 Draft Budget**

To discuss the draft budget and agree recommendations to the Parish Council on the adoption of the budget and the precept to be set, details enclosed for members. A resolution along the lines of "***It is recommended to the Parish Council that the draft budget be accepted and a precept of £ xxx be set***" will be considered.

9. **Personnel matters**

TOIL, training, leave and leave/sickness cover.

10 **Grant Requests**

None received.

11 **Matters for Information**

11.1 The government did not introduce referendum principles for any size of parish or town council in the 2017/18 local government finance settlement. Parish Councils will therefore not be required to hold a referendum about a Precept increase.

12. **Policies, Procedures and Reports Reviews**

12.1 Policy and Procedures Review calendar. See report (pages 4-5).

12.2 Parish Councillor Internal Audit (review). A report on the review will be forwarded.

12.3 Review of banking arrangements. See report (page 5).

13 **NALC draft Public Service Ombudsman.**

To decide whether to comment. See report (pages 5-6).

14 **Date of Next Meeting**

Tuesday 14 March 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 6 March 2017.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date: 10 January 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 17 January 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	BANK ACCOUNTS (closing balances)	
5.1.1	09.01.17	Coop General Account	£27,137.18
5.1.2	01.01.17	HSBC Beechen Hall	£15,305.31
5.1.3	06.01.17	Unity Trust Bank	£38,094.68
5.1.4	22.08.16	Santander Investment Bond (matures 01.08.17)	£75,627.77
5.1.5	23.09.16	Barclays Bank	£39,639.25
5.1.6	22.08.16	Lloyds 3 mth (now 6 mths) (matures 6.02.17)	£50,378.93
5.1.7	22.08.16	Lloyds 12 mth (now 6 mths) (matures 13.02.16)	£25,263.22
5.1.8	22.08.16	Nationwide Beechen Hall 12 mth (now 6 mths)(matures 17.02.17)	£55,558.47
5.1.9	16.09.16	Nationwide Parish Council 12 mth (now 6 mth matures 07.03.17)	£60,488.66

Item 5.2 Investments.

Maturing in February

Two Lloyds investments and one Nationwide investment.

Maturing in March

One Nationwide investment.

RFO comment. The Unity Trust Bank and Cooperative Bank current accounts (which have many direct debits and standing orders) need 'top ups' to take them to the end of the financial year, these from either Barclays Bank or from one of the maturing investments. As, due to money laundering legislation, a maturing investment can only be returned to the bank from which it originated – which in all the above cases is the Cooperative Bank – I suggest £20,000 from Barclays is paid into the Unity Trust account and that the maturing investments are reinvested for a further 3 months.

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

7.1 Contingency Fund. The RFO seeks permission to vire from the Contingency Fund (4210) £3,600 to Village Hall Grants (4280) due to the Grove Green Community Hall emergency grant of £3,500.

7.2 Contingency Fund – The Estates Committee seeks permission for the release of £2,881 to pay for the extension of the existing safety surface within the play area at WDJO to accommodate the new Apple Slide.

Item 12. Policies and procedures reviews. Purpose of item: Decision

12.1 Policy and Procedures Review calendar.

Finance and General Purposes Committee – Review of policies and procedures 2017 - 2018.

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

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

January		Review of this document to allow adjustments. Committee review of Financial Regulations (to give notice to March Parish Council) Review of banking arrangements.
Office note		<i>Review Santander investment bond expires 01/08/17</i> <i>Review Cooperative 6 month investment bond.</i>
March		Investments. Insurance cover– annually review cover. Review best value for insurance company every 3 years (next due late 2016/early May 2017 as contract expires 31/05/17). Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?
Office note		<i>Arrange to agenda a review of earmarked reserves situation.</i> <i>Review fidelity amount to maximum holding.</i>
May	E H H	Health and Safety Policy Training and Statement of Intent. Petty Cash. Payment of bills by Direct Debit and Standing Orders list. Review Reserves Policy
Office note		<i>Submit the final Summary of Receipts and Payments include +/- 10% explanation for members.</i> <i>Submit the office produced notes that accompany the EofY audited accounts.</i>
July		Risk assessment –general.

	E E H	Public use of computers. Bullying and harassment. Public internet access policy, Review all committee and parish council training needs
September	O O	Grievance Procedure Disciplinary Procedure Grant for War Memorial Wreath Health and Safety accident book report for previous 12 months.
November	H E O H E	Grants policy & procedure. Reserves policy. Review subscription list (with budget) Review Independent Internal Auditor 2014 Review Value for Money – Downs Mail (with budget) Electronic recording of Meetings of the Parish Council and its Committee Acceptable use of computer facilities, e-mail and the internet.
Office note		<i>Arrange for agenda item to review the projects being considered by committees.</i>

12.3 Review of banking arrangements.

The F&GPC is required to undertake an annual review. Details of the current bank arrangements can be found at item 5.1.

RFO report. There have been no changes in law or to any relevant guidance concerning banking and I have no recommendation there be any changes to our arrangements at present. However the continued use of the CoOp bank should be reviewed in due course. As the CoOp account has many direct debits and standing orders and all of the investment accounts originated from there, to close it now would create administrative issues at a time when the future investment strategy of the parish council is unclear. Should the Wildfell Close development go ahead the parish council may wish to have a dedicated bank account available and the CoOp could conveniently fulfil this role in the short term.

Item 13 NALC draft Public Service Ombudsman. Purpose of item: Decision. *Clerk's note: This item has been placed on this agenda as it is unlikely, should members decide to do so, that a response could be made by the deadline if this issue were taken to the PC meeting.*

KALC e-mail 13.12.2016. Comments to NALC (email faithful.conteh@nalc.gov.uk), cc KALC, by 17.00 on 24 January 2017

Draft Public Service Ombudsman Bill

Summary

The Cabinet Office has published draft legislation setting out the Government's plans for a new Public Service Ombudsman (PSO) which will abolish the Parliamentary and Health Service Ombudsman (PHSO) and the Local Government Ombudsman (LGO). The aims of the new body are to improve access to the Ombudsman's services by: allowing for all complaints to be made with or without the help of a representative and in a variety of formats to meet the digital age; providing simpler access to individuals who believe that they have suffered injustice or hardship; and sharing the learning from failures to improve services for everyone. The Draft Bill proposes to bring parish and councils into scope of the new Ombudsman.

The link to the draft Bill can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/574487/draft_public_service_ombudsman_bill_web_version.pdf .

Context

The Department for Communities and Local Government (DCLG) published a consultation in March 2015 titled 'Extending the remit of the Local Government Ombudsman to larger parish and town councils', proposing to extend the redress available to the public by extending the jurisdiction of the LGO to larger parish and town councils responsible for substantial sums of public money and whose decisions affect a large number of people. The definitions consulted upon were councils whose population base was 35,000 or more, over £1m precept income, or a combination of population over 25,000 and £1m precept. We consulted members on whether the jurisdiction of the Local Government Ombudsman should be extended to larger parish and town councils and how larger parish and town councils should be defined for this purpose.

In our response we argued that;

- ☐ for the first two years of this extension, the remit of the LGO should be extended to cover larger councils with an electorate size of 6,000 or more on an annual budgeted income or spend of £250K per annum (the NALC definition of a larger council);

- ☐ after two years there should be a policy review and if it is found that the extension of the LGO remit to this size of parish council has worked well, the LGO remit should be further extended to cover all sizes of parish council;

Our full response can be found here:

<http://www.nalc.gov.uk/library/members-library/consultations/transparency/1626-pc02-15-local-government-ombudsman-july-2015/file>

In December 2015 the Cabinet Office compiled responses and gave their response to the consultation titled 'A Public Service Ombudsman: Government Response to Consultation' where there was a call for the Ombudsmen to have greater accountability and for there to be some form of scrutiny of the Ombudsman's decisions on individual cases. A single Ombudsman was favoured as a simpler approach. The draft Public Service Ombudsman Bill takes this approach forward.

Provisional position of NALC

It has been a longstanding policy of NALC's that the remit of the LGO should be extended to cover all parish and town councils. However in our response to the DCLG consultation we proposed the use of our definition of a larger council and that following a policy review the LGO should cover all parishes.

Based on this we are not against this draft Bill although we will be examining it in further detail. However we are concerned that the PSO will have the capacity to cover all 10,000 parishes and we will be raising this with government.

Your views

Although the timescale for parliamentary passage is unclear – an issue we are picking up with Cabinet Office and DCLG – we would welcome your comments on the Bill as soon as possible, please e-mail your comments to faithful.conteh@nalc.gov.uk by 17.00 on 24 January 2017.

Clerk's note: Members must decide whether they wish to make a response.

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

RESPONSES TO INVESTMENT RISK ASSESSMENT QUESTIONNAIRE

SUMMARY OF RESULTS: A cautious approach is clearly favoured.

ANALYSIS (anonymised table of responses appended below):

QUESTIONS IN SUMMARY FORM		SUBJECTIVE AVERAGE RESPONSE	
1	Who is completing document?	n/a	
2	How long will hold portfolio?	c	5-10 years
3	Time before significant withdrawal/change objective?	b	2-5 years
4	What is objective of portfolio?	c	Growing the capital
5	How portfolio should best behave to meet 4?	b	Only small losses; limiting chance for growth
6	Need to % of funds in next two years?	a	No
7	Knowledge & experience of the following:		
7.1	Bank & b/soc deposits and cash funds?	c	Some experience and moderate understanding
7.2	UK equities & cash funds?	b	Occasionally held but limited understanding
7.3	UK & overseas government bonds & funds?	b	Occasionally held but limited understanding
7.4	Developed [countries] equities and funds?	a	No experience and no knowledge

7.5	Emerging overseas equities & funds?	a	No experience and no knowledge
7.6	Hedge funds, ETFs, structured products etc?	a	No experience and no knowledge
7.7	Property funds?	a	No experience and no knowledge
8	Portfolio to represent what % of investable assets?	b	25%- 50%
9	What if portfolio underperforms due to falling market?	b	Seek more predictable, possibly lower, returns
10	Degree of short-term risk?	c	Portfolio to perform in line with market
11	Degree of trade-off long-term (10 years) return v risk?	e	Do not want to see any loss during period
12	Reaction to sharp decline in ONE investment?	c	Do nothing immediately but sell if further fall
13	Which of 5 possible variances in value over one year?	a	Loss 4%; gain 6%
14	Which pattern of volatility is preferred?	b	Only slight variation/ch\nce of substantial loss
15	% INCOME can fall before impacting obligations?	d	No material impact on ability to meet them
16	% VALUE can fall before impacting meeting obligations?	b	Up to 20%

TABLE OF RESPONSES (only 5 members completed the questionnaire)

QUESTIONS	R E S P O N S E S						
	A	B	C	D	E	Mean	RFO
	1	n/a	n/a	n/a	n/a	n/a	n/a

2	d	d	b	b	c	c	a
3	b	c	b	b	c	b	a
4	c	c	b	e	c	c	a
5	b	b/c	c	a	--	b	a
6	a	c	a	a	a	a	a/c
7.1	d	b/c	c	b	--	c	d
7.2	c	b/c	b	a	--	b	a
7.3	a	a	b	a	--	b	a
7.4	b	a	a	a	--	a	a
7.5	b	a	a	a	--	a	a
7.6	a	a	a	a	--	a	a
7.7	a	c	a	a	--	a	a
8	b	--	b	b	c	b	c
9	b	b	a	b	a	b	--
10	a	c/e	b	e	--	c	a
11	b	e	c	e	--	e	--
12	c	a	d	c	c	c	a
13	a	a	c	b	--	a	a/b
14	b	b	c	a	--	b	a
15	d	--	c	e	--	d	e
16	d	a/b	b	b	--	b	a

IHD 4/1/2017

Item 5.3 Income/Expenditure report as at 5 January 2017.

Boxley Parish Council

Detailed Income & Expenditure by Budget Heading 05/01/2017

Cost Centre Report

Parish Council			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent
100 Parish Office								
4000	Salaries		3,459	31,119	40,372	9,253	9,253	77.10%
4005	PAYE		1,111	10,015	16,005	5,990	5,990	62.60%
4010	Pensions		78	674	938	264	264	71.90%
4020	Administration		-852	1,257	2,132	875	875	59.00%
4025	Audit		0	0	369	369	369	0.00%
4030	Books and Publications		0	97	120	23	23	81.20%
4035	Rates		164	1,472	1,656	184	184	88.90%
4040	Licences/Leases		852	1641	1,400	-241	611	117.20%
4045	Subscriptions		0	1,590	1,587	-3	-3	100.20%
4050	Training/Conferences		0	440	1,000	560	560	44.00%
4055	Travel-Staff		14	474	512	38	38	92.70%
Parish Office :- Indirect Expenditure			4,826	48,880	66,091	17,211	17,211	74.00%
Movement to/(from) Gen Reserve			-4,826	-48,880				
110 General Parish Council								
4100	Hire of Halls		30	380	480	100	100	79.20%
4105	Insurance		0	1,867	2,112	245	245	88.4%

4110	Parish Tour	0	0	380	380	380	0.00%
4115	Publicity	60	5,581	6,975	1,394	1,394	80.00%
4120	Website Admin	0	0	330	330	330	0.00%
4125	Referendum	0	0	15,000	15,000	15,000	0.00%

General Parish Council :- Indirect Expenditure		90	7,888	25,277	17,389	17,389	31.2%
Movement to/(from) Gen Reserve		-90	-7,888				

120	Councillor & Subsistance Allow						
4150	Chairman's Allowance Personal	51	464	622	158	158	74.50%
4155	Chairman's Allowance Civic	0	92	100	8	8	92.00%
4160	Councillor's Allowance/PAYE	298	2,720	7,140	4,420	4,420	38.10%
4165	Subsistence	0	137	250	113	113	54.90%

Councillor & Subsistance Allow :- Indirect Expenditure		349	3,413	8,112	4,699	4,699	42.10%
Movement to/(from) Gen Reserve		-349	-3,413				

130	Finance						
1076	Precept	0	98,481	98,481	0		100.00%
1077	Government Grant	0	2,062	2,062	0		100.00%
1090	Interest Received	0	2,138	1,766	-372		121.10%
1100	Parish Service Scheme	0	14,014	14,014	0		100.00%
1130	Other	0	6	0	-6		0.00%

Finance :- Income		0	116,701	116,323	-378		100.30%
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4210	Contingency Fund	0	11,331	36,950	25,619	25,619	30.70%
4220	Land Aquisition	0	0	75,564	75,564	75,564	0.00%

Finance :- Indirect Expenditure		0	11,331	112,514	101,183	101,183	10.10%
Movement to/(from) Gen Reserve		0	105,370				

150	Grants						
4270	Other Grants	0	310	2,000	1,690	1,690	15.50%
4275	Walderslade Woods Group	0	1,800	5,075	3,275	3,275	35.50%
4280	Village Hall Grants	0	1,264	1,400	136	136	90.30%
4285	Vinters Valley Park LNR	0	3,377	8,340	4,963	4,963	40.50%
4290	Friends of Boxley Warren	0	112	556	444	444	20.20%

Grants :- Indirect Expenditure		0	6,864	17,371	10,507	10,507	39.50%
Movement to/(from) Gen Reserve		0	-6,864				

220	Burial Ground						
1200	Burials	26	322	750	428		42.90%

Burial Ground :- Income		26	322	750	428		42.90%
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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		26	232				

230	Green Spaces						
4400	Maintenance	616	1,710	2,700	990	990	63.30%

4450	Boxley Village Green	0	400	10,000	9,600	9,600	4.00%
4460	WDJ Orchard	0	1,334	1,300	-34	-34	102.60%

Green Spaces :- Indirect Expenditure		616	3,444	14,000	10,556	10,556	24.60%
Movement to/(from) Gen Reserve		-616	-3,444				

240	Grounds Maintenance						
4500	Grounds Maintenance Contract	0	2,998	6,361	3,363	3,363	47.10%
4505	Roundabout Maintenance	0	0	306	306	306	0.00%

Grounds Maintenance :- Indirect Expenditure		0	2,998	6,667	3,669	3,669	45.00%
Movement to/(from) Gen Reserve		0	-2,998				

250	Street Furniture						
4550	Noticeboards	0	0	2,100	2,100	2,100	0.00%
4560	Village Signs	0	0	500	500	500	0.00%

Street Furniture :- Indirect Expenditure		0	0	2,600	2,600	2,600	0.00%
Movement to/(from) Gen Reserve		0	0				

Estates							
260	Beechen Hall						
1230	Hire Fees Casual	833	13,051	16,400	3,349		79.60%
1231	PL Insurance Income	6	144	220	77		65.20%
1235	Hire Fees Regular	1,219	23,290	31,775	8,485		73.30%
1250	Wages - AEC	81	201	460	260		43.60%

Beechen Hall :- Income		2,139	36,685	48,855	12,170		75.10%
4001	Wages	1,587	13,813	20,529	6,716	6,716	67.30%
4005	PAYE	219	1,908	2,496	588	588	76.40%
4010	Pensions	22	195	248	53	53	78.70%
4020	Administration	0	226	366	140	140	61.60%
4025	Audit	0	0	328	328	328	0.00%
4035	Rates	382	3,435	3,819	384	384	90.00%
4040	Licences/Leases	0	451	582	131	131	77.50%
4105	Insurance	0	1,130	1,082	-48	-48	104.40%
4210	Contingency Fund	0	1,939	6,000	4,061	4,061	32.30%
4605	CCTV/Alarms Maintenance	0	941	956	15	15	98.50%
4610	Consumables	0	535	914	379	379	58.50%
4615	Electricity	174	1,407	2,080	673	673	67.60%
4620	Gas	170	977	1,130	153	153	86.50%
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	0	0	594	594	594	0.00%
4650	Hall Maintenance	120	1,165	2,700	1,535	1,535	43.20%
4655	Hall Marketing	0	2	125	123	123	1.60%
4660	Refuse Collections	237	1,212	1,347	135	135	90.00%
Beechen Hall :- Indirect Expenditure		2,911	30,164	47,176	17,012	17,012	63.90%
Movement to/(from) Gen Reserve		-772	6,521				
270 Beechen Hall projects							
4550	Noticeboards	0	0	1,250	1,250	1,250	0.00%
4705	Internal Decoration	0	205	1,000	795	795	20.50%

4710	External Decoration	0	0	1,000	1,000	1,000	0.00%
Beechen Hall projects :- Indirect Expenditure		0	205	3,250	3,045	3,045	6.30%
Movement to/(from) Gen Reserve		0	-205				
280	Allotments						
1280	Allotment Income	25	997	1,009	12		98.80%
Allotments :- Income		25	997	1,009	12		98.80%
4020	Administration	0	67	80	13	13	83.40%
4105	Insurance	0	243	276	33	33	88.00%
4400	Maintenance	83	910	1,600	690	690	56.90%
Allotments :- Indirect Expenditure		83	1,219	1,956	737	737	62.30%
Movement to/(from) Gen Reserve		-58	-222				
300	Environment						
4800	Street Maintenance	0	887	5,300	4,413	4,413	16.70%
Environment :- Indirect Expenditure		0	887	5,300	4,413	4,413	16.70%
Movement to/(from) Gen Reserve		0	-887				
Grand Totals:- Income		2,190	154,706	166,937	12,231		92.70%
Expenditure		8,874	117,284	310,656	193,372	193,372	37.80%
Net Income over Expenditure		-6,684	37,422	-	-		
Movement to/(from) Gen Reserve		-6,684	37,422				