



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 12 March 2019** at **Beechen Hall, Wildfell Close, Walderslade** commencing at 7:30pm when it is proposed to transact the following business:

1. Apologies and non-attendance

To receive apologies from members unable to attend.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

3. Minutes of the meetings of 13 & 20 November 2018 and 28 January 2019

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

4. Matters Arising from the Minutes

- 4.1 Minute 3184/4.3 Bank mandates. UTB changes have been progressed and a verbal update on the progress on the other accounts will be supplied at the meeting.
- 4.2 Minute 3184/4.4 Replacement of laptop. Delivered and installed 28 February 2019.
- 4.3 Minute 3184/6.2 Long Term Investments Working Group. Due to the receipt of the precept in April a meeting of the group is requested.
- 4.4 Minute 3185/7.2 Future proposals for parish office. Action: Cllrs Bob Hinder and Ivor Davies to formulate some proposals.
- 4.5 Minute 3185/8.3 Cyber Crime. Amendments to be made to the agreed draft. Action: Cllr Dengate and Clerk.
- 4.6 Minute 3185/11 Website. Parish office is undertaking the plan of action identified at a recent informal meeting.
- 4.7 Minute 3212/5 Upgrade to fire alarm system. A quotation, well within the budget allocation, has been accepted and work will proceed shortly. It is planned to install the external cabinet for the defibrillator at the same time.
- 4.8 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 report (page 3).
 - 5.1.1 Cooperative Bank.
 - 5.1.2 HSBC Beechen Hall.
 - 5.1.3 Unity Trust Bank.
 - 5.1.4 Barclays Bank.
 - 5.1.5 Lloyds A.
 - 5.1.6 Lloyds B
 - 5.1.7 Nationwide Beechen Hall.
 - 5.1.8 Nationwide PC.

- 5.2 Income/Expenditure report as at 28.02.19. See report (pages 13-16).
- 5.3 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.
- 5.4 Investments Report. See report (page 4).
- 5.5 Beechen Hall Extension. Report on expenditure. See report (page 5).
- 5.6 Independent Internal Audit Report. See report (pages 5-6).

- 6. **General Data Protection Regulation**
 - 6.1 Draft Subject Access Request Form document. See report (pages 6-8).
 - 6.2 Compliance update Clerk's report. See report (page 8).
 - 6.3 Data Protection Officer (DPO) See report (page 8).

- 7. **Changes to IT**

To consider the current and future needs of the parish council. See report (pages 8-9).

- 8. **Personnel matters**
 - 8.1 TOIL, training, leave and sickness cover.

- 9. **Policies and Procedures: Reports and Reviews**
 - 9.1 Policy and Procedures Calendar 2019/2020 (review). See report (pages 9-10).
 - 9.2 Financial Regulations (committee review). See report (page 10).
 - 9.3 Chairman's Pendant (wearing and transport) Procedure. The Clerk has undertaken a review and considers it still fit for purpose.
 - 9.4 Insurance (review). See report (page 10).

- 10. **Contingency Fund and Budget adjustments**

None identified.

- 11. **Grants**

To consider a request for a grant from Citizens Advice Maidstone. See report (pages 11-12).

- 12. **Matters for Information**

To note and receive information.

- 13. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 13 May 2019.

- 14. **Date of Next Meeting**

Tuesday 21 May 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date: 6 March 2019

Issues to be returned to agenda as they develop: None.

Note to all councillors: you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 12 March 2019

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.*

Clerk's note. To satisfy the audit regulations the parish council has to have policies and procedures in place to ensure it is managing risk and its financial affairs. The Council's risk assessment (put together by F&GPC) decided "*Statements for cheque accounts are reconciled by the office on a monthly basis and as received for Investment Bonds. The F&GPC signs off all banks reconciliations at its bi-monthly meetings*".

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

Account closing balances.

Date	BANK ACCOUNTS (closing balances at last statement)	
02.01.19	Coop General Account	£52,117.55
31.01.19	HSBC Beechen Hall	£38,928.42
30.01.19	Unity Trust Bank (UTB)	£76,961.51
Statement awaited	Barclays Bank (adjustment made for transfer of funds to UTB)	£34,085.33
07.02.19	Lloyds A (matures 08/05/2019)	£51,324.70
31.10.18	Lloyds B (matures 29/04/2019)	£25,189.19
04.06.18	Nationwide Beechen Hall (95 day saver account which rolls over)	£1,208.99
31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
	Total	£300.065.47

5.4 Investments.

Purpose of the report. To safeguard the parish council's funds and to ensure a robust accounting procedure all investment transactions require prior approval by the F&GPC.

Clerk's note. The following figures do not match the figures given at item 5.3 which are based on end of month bank reconciliations. The figures below are based on the last balance on a statement which may not be the end of the month.

Date	BANK ACCOUNTS chronological forecast of estimated likely available funds		
March			
01	Coop General Account	£51,610.05	Last statement payment balance as at 01.02.19
01	HSBC Beechen Hall	£39,243.42	Last statement payment balance as at 01.02.19
01	Unity Trust Bank (UTB)	£76,961.51	Last statement payment balance as at 30.01.19
01	Barclays Bank	£34,085.33	
APRIL			
29	Lloyds B (matures 29/04/2019)	£25,189.19	Currently receiving interest of 0.9%
05	UTB receives Precept		+ £113,335
MAY			
08	Lloyds A (matures 08/05/2019)	£51,324.70	Currently receiving interest of 0.9%
95 day notice funds			
Wef 04.05.18	Nationwide Beechen Hall	1,208	£10,000.00 to be transferred from HSBC to benefit from receiving interest. Interest currently 0.7%
31.03.18	Nationwide Parish Council	20,249	? invest a further £60,000?

5.5 Beechen Hall Extension

For F&GPC members' information, the financial position as of 1 March is calculated as follows.

Budget	£180,000.00
Expenditure to date	£165,174.36
O/S Payment to Waller	£5,963.47
O/S Retention Fee	£3,646.25
O/S Acoustic Testing Fee	£380.40
Total Expenditure	£175,164.48
Budget Remaining	£4,835.52

Please note that the cost of landscaping must be met from the remaining balance and that the retention fee figure is subject to reconciliation. An updated report will be discussed at the next meeting of the Estates Committee, whose budget this is.

5.6 Independent Internal Audit.

Report from the auditor:

I am pleased to report to Members of the Parish Council that I have carried out an interim internal audit of the Parish Council's records for 2018-19.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 28 November 2018.

PREVIOUS AUDITS:

The revised banking arrangements have now been in place for some months and have been reported to me as working well. I intend to look at bank deposits during my next visit.

The Council's external audit certificate on the 2017-18 accounts was reported to Council on 1 October 2018 with no comments made.

NOTES FROM THIS VISIT:

During the visit, I reviewed and tested the accounting records including the cashbook, bank statements and bank reconciliations. I also test checked payroll, read the minutes and discussed current developments with your officers.

In a couple of cases I found employee contracts of employment with references to gratuity schemes although such were stopped before either employee joined the Council. These contracts also need to be updated for pension provisions now in place.

With the completion of the Hall extension and taking out a loan from the Public Works Loans Board the Council will cross the threshold of £200k income/spend in 2018-19. Over time this will cause a change to Income and Expenditure accounting but more immediately it brings in the provisions of the Local Government Transparency Code 2015 (which is separate from the Transparency Code for Smaller Authorities).

There is nothing further that I wish to bring to the Council's attention.

CLERK'S NOTE. Another audit was undertaken on 26 February, report is awaited and the End of Year visit has been booked for 8 May.

Item 6. General Data Protection. Purpose of item - decision

Purpose of report. To approve procedure in order to comply with GDPR.

6.1 Subject Access Request (SAR) processing form.

The draft below has been compiled using SLCC and SATSWANA information and template. The basis/concept of the document, once agreed, will then be converted into a briefing note and form.

Guidance is sought on

- Who is to be informed if a request comes in?
- Who is to be notified if there appears to be any problems?
- On receipt of a 'normal' request is this reported to parish council and/or committee (F&GP)?
- What immediate action should be taken if there is likely to be a decision to refuse to supply or amend information. If a complaint is made the normal complaints procedure will be followed.

DRAFT

Boxley Parish Council Subject Access Request (SAR) Processing Form

On receiving a subject access request/inquiry consider the following:

1. The Data Protection Act is still in force and this must be remembered at all times.
2. Is it possible to establish simple communication. "Can we meet and talk about this and establish what it is you really want?". It is fair to ask whether they can save everybody's time (including theirs) if you can answer the key point that they are driving at, rather than a wholesale fishing expedition.
3. If the requester is not helpful with 2 above, then you can normally extend the delivery time scale in a fair manner. A parish council will very rarely have the luxury of resources to respond immediately. The art of the possible must come into it, thus an application during a holiday period may necessarily have to wait for staff to be available.
4. If the council has not kept the data, then it cannot provide it. Consult the retention of documents list, which should be kept up to date as deletion of unnecessarily held information limits the council's liability.
5. Redaction. It is a significant challenge in how you approach redacting information before supplying it to an applicant. You must redact any information that refers to another person other than the applicant if it discloses their personal information. You might redact statements that you consider to be executive privilege¹. Printing out the information, redacting it, copying it so that the redaction cannot be revealed before supplying it with 100% accuracy will challenge any organisation;

¹ Information Commissioner's Office (ICO) decision on Warwick University refusal to supply an MP with the names of all academics teaching about Brexit, details of the syllabus and the course they taught. "If the University is required to put this information into the public domain, the Commissioner agrees that those views would likely to be much more cautious and risk adverse in the future and those concerned would be inhibited from providing a free and frank exchange of views for the purposes of deliberation".

avoid it if at all possible! HOWEVER make sure that with any redacted electronic data it is a true redaction i.e. deleted and not something that can be undone by anyone

- 6 Vexatious Requests. Please consider whether the applicant is being reasonable. Although the Law does give them rights, which must be respected, there will be instances, often fueled by extreme anger or similar emotion, where nothing the council does is good enough or everything provided is wrong or judged inadequate. If they go too far then you do have the right to cry 'enough'. But, as what exactly is enough is not defined, the council may need to seek further advice.

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Name of officer responsible for ensuring relevant action is taken and information is or is not supplied.		
Date Subject Access Request action to be completed by (one month after date of receipt at latest))		
Extension to the date of reply requested (an extension of a further two months is permissible provided it is communicated to the requester within the one month period)	Yes	No
Extension date advised to the requester and method of contact		
Identification Provided ²		
Is the request excessive or unfounded? ³	Yes	No
Can the Council provide the information requested? ⁴	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused,. Reason why:		

² Identification must be verified from one of the following:
 Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional)
 EEA National Identity Card Full UK Paper Driving Licence
 State Benefits or Pension Entitlement Document
 HMRC Tax Credit Document Local Authority Benefit Document
 State/Local Authority Educational Grant Document
 HMRC Tax Notification Document Disabled Driver's Pass
 Financial Statement issued by bank, building society or credit card company
 Utility bill for supply of gas, electric, water or telephone landline
 A recent Mortgage Statement A recent council Tax Bill/Demand or Statement
 Tenancy Agreement
 Building Society Passbook which shows a transaction in the last 3 months and their address

³ Warwick University case. There was a demand for all e-mails in the Vice Chancellors account that contained the word Brexit. This was refused.

⁴ Retention of documents list must be kept updated and relevant.

Action to be taken and by whom	
Verification of refusal given by (? Chairman of PC or F&GPC guidance sought)	
Changes requested to data/ or removal	
Completion date of request	
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

6.2 Compliance: update.

Clerk's report.

With it coming up to a year since the new legislation and requirements of GDPR came into effect, the office is now due to start going back through records to ensure that the parish council's document retention deadlines, for destroying personal data etc. are being followed. As attempts have been made to ensure personal data is not kept unnecessarily, it will not be as onerous as the first time but nevertheless there is still work to be done. Time will be taken to review whether the new procedures put in place have been followed and whether they have actually worked or are fit for purpose.

Work has commenced on auditing the electronic 'paperwork' as it currently contains areas of duplicated files and ancient documents that either need archiving or deleting. Office staff are gradually identifying new ways of working but this is taking a bit longer than anticipated as it needs them all in at the same time so that basic rules can be agreed.

A draft procedure for dealing with breaches in security is outstanding; this will be provided to F&GPC at the next meeting.

Parish councillors have received a briefing note regarding their record keeping responsibilities and the Handbook for Parish Councillors will be updated so that any new members will know exactly what is expected of them

The only remaining real issue, and it is one that is being worked on, is the IT and this is being discussed at a later item on this agenda.

6.3 Data Protection Officer (DPO) (Decision)

As members are aware the parish council appointed SATSWANA as its DPO, at a cost of £500. The Government then relaxed the requirement for parish councils to have a DPO but members decided that for the first year it should have a DPO to check its systems. Currently no visit has been undertaken by SATSWANA and guidance is sought from members on what actions should be taken.

Item 7 Changes to IT. Purpose of report Information and decisions.

Clerk's report on an initial meeting with Cllrs Ivor Davies, Paul Dengate and Bob Hinder and the Assistant Clerk.

The meeting took place to discuss the current and future IT needs of the office and parish council in general. The 2019/20 budget has provision for £10,000 to undertake work.

- Website. While the parish council does meet the various regulations and requirements it is considered that the lack of communication from the company hosting the website (parishcouncil.net) and the office is holding back expansion or improvements. The parish office is currently attempting to re-establish contact but if this is ineffective then thought must be given to further action, including transferring the website to another company.
Current website design. A survey of councillors' views is to be undertaken.
- Data Storage. Currently local storage, the M-Drive, is used with an offsite backup being undertaken by NorthStarIT. This M-drive needs replacing not only due to age but because it cannot be encrypted. Consideration is being given to using the Cloud for parish council work. This would be more expensive as space would have to be rented however it would allow future flexibility in the way the office and parish councillors could work.
- Councillors not using computers. The Clerk did not foresee a problem in continuing to run a two-tier system, paper and electronic, if the latter moved to the Cloud.
- Laptop. Replacement received and installed in office.
- Dedicated parish councillor e-mail addresses. Need to sort out website first.
- Acorn Room wi-fi. Extender needed to remedy wi-fi connection issues, probably related to the insulation.
- CCTV. Need to change to digital as old cameras wear out. If additional cameras are needed to cover car park, this will be an Estates Committee issue.

The Clerk also wishes to inform members of the following:

Website: Freedom of Information Datasets. Under the FoI Act the Government requires information to be provided, so far as it is reasonably practicable, in a searchable format but it is not believed that the current website supports this. There is also concern about 'accessibility' for those with limited or impaired sight.

The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018'

New regulations have come into force, which means that from the 23rd September 2019, every new public sector website and app will need to meet certain accessibility standards and publish a statement saying they have been met. Existing websites will have until the 22nd September 2020 to comply.

Item 9 Policies and Procedures: Reports and Reviews

9.1 Policy and Procedures Calendar 2019/2020: Committee review.

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. • Review of banking arrangements. Tender Opening Procedure
Office note	E	Review investment bonds to see what is expiring in next two months. Do a backup test – can Northstar reinstate records?

		<i>Include trial balance in agenda</i>
March	H H	<ul style="list-style-type: none"> Insurance cover– annually review cover. Review best value for insurance company every 3 years (next due late 2018/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? <p>Chairman’s Pendant Procedure WWG Financial Issues</p>
Office note		<p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Arrange for agenda a review of earmarked reserves situation.</i></p> <p><i>Review fidelity amount to maximum holding.</i></p> <p><i>Request inventory of all volunteer equipment and then update inventory lists (insurance purposes)</i></p>
May	H H	<ul style="list-style-type: none"> Health and Safety Policy Training and Statement of Intent. Petty Cash Payment of bills by Direct Debit and Standing Orders list
Office note		<p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Submit the final Summary of Receipts and Payments include +/- 10% explanation for members.</i></p> <p><i>Update Parish Cllr Allowance & list of recipients on website</i></p>
July	E E H	<ul style="list-style-type: none"> Risk assessment –general Public use of computers Bullying and harassment Public internet access policy <p>Review all committee and parish council training needs</p>
Office note		<p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Arrange Clerk’s staff appraisal</i></p>
September	O O E	<ul style="list-style-type: none"> Grievance Procedure Disciplinary Procedure Annual health and safety and accident book review Alcohol and Drugs Grant for War Memorial Wreath Report back on Clerk’s staff appraisal
Office note		<p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Arrange for agenda item to review the projects being considered by committees.</i></p> <p><i>Include trial balance in agenda</i></p>
November	H E O H E H	<ul style="list-style-type: none"> Grants policy & procedure. Review subscription list (with budget) Review Independent Internal Auditor 2018 Investment Strategy (includes reserves policy) Electronic recording of Meetings of the Parish Council and its Committee Acceptable use of computer facilities, e-mail and the internet. Cyber Crime
Office note		<p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Do Mel & Angie’s staff appraisals</i></p>

9.2 Financial Regulations (Committee review). The review of the current document is underway and after the decision to convert the Standing Orders to the NALC Model Template this document is also being revised. In view of the Clerk’s advance notification of retirement the revision to reflect the NALC template will also support any new RFO appointment. The work will be completed by the next meeting.

9.4 Insurance (review).

Clerk’s report. As members are aware the hall asset list is kept updated and new insurance arranged as necessary. Cover has been increased by £70,000 to take account of the extension and additional equipment, including the hearing loop has also been added. I am currently undertaking a quick inventory of the hall contents and have also arranged for the Walderslade Woodlands Group to do the same for their equipment. Once completed then there will be a full review of the actual insurance cover as some items are index-linked and others are not.

Do members wish to have any further information or notifications as I go about the review?

The insurance premium is due for renewal on 1 June and the parish council is still tied into CAS Ltd (Zurich).

Item 11 Grants : Decision

Members of F&GPC who receive electronic notifications will receive additional information relating to the work of the CAB within the “Ward” (it is likely that this refers to the MBC Boxley Ward that includes Bredhurst).

Grant Application Form.

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail clerk@boxleyparishcouncil.org.uk.

Application from

Title/organisation	Citizens Advice Maidstone
Contact details	Mr Bonny Malhotra Chief Executive Officer 2 Bower Terrace Tonbridge Road Maidstone Kent ME16 8RY
Telephone/email	01622 764265 ceo@maidstonecab.org.uk

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.

Citizens Advice Maidstone has a long and successful history of helping people know their rights and responsibilities. The Bureau was established as a registered charity in January 1940 in response to the displacement and destruction by the Second World War. We provide free, independent, confidential and impartial advice to anyone within Maidstone and its surrounding parishes and we know that your parishioners are extremely grateful for any advice received.

You may be interested in the enclosed statistics showing the number of clients (83) seen resulting in the number of activities (227) within your Ward for the period January – December 2018.

Citizens Advice Maidstone currently offers Outreach sessions at Marden, Headcorn and in Parkwood. We would like to continue these as well as investigate the need to establish more Outreach work where required.

By providing these sessions this additional funding can allow us to deliver our advice services for those people who find it difficult to visit the town, particularly as some parishes are very rural with limited public transport.

We are very aware that Parishes have restricted funding and therefore would gladly accept any donation towards our work.

If applicable, registered charity reference number. **299055**

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

Are there any restrictions placed on who can use/access the services. **YES/NO**.
Please supply details of any restrictions.

This application will not be accepted unless the organisation’s Equal Opportunities Policy is attached or the following (which is the Parish Council’s equal opportunities statement) is signed as an acceptance of the principles.

“No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity.”

Signed.....REDACTED..... date.....2nd January 2019.....

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.....REDACTED.....date...2nd January 2019.....

Position in organisation.....Chief Executive Officer.....
Attached are statistics as mentioned above and a copy of our 2017/18 audited accounts.

Item 5.2 Income/Expenditure Report as at 1st March 2019: Information

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.

9 months into Financial Year = 92%

28/02/2019			Boxley Parish Council				Page 1			
09:46			Detailed Income & Expenditure by Budget Heading 28/02/2019							
Month No: 11			Cost Centre Report							
				Actual Current Mth	Actual Year To Date	Current Available	Variance Available Total	Committed Expenditure	Funds Available	% Spent
100 Parish Office										
4000	Salaries	3,515	39,160	43,647	4,487			4,487	89.7%	
4005	PAYE	1,165	12,700	13,828	1,128			1,128	91.8%	
4010	Pensions	201	2,088	1,643	(445)			(445)	127.1%	
4020	Administration	56	660	640	(20)			(20)	103.1%	
4021	Telecommunications & IT	111	1,267	1,673	406			406	75.7%	
4025	Audit	0	50	612	562			562	8.2%	
4026	Bank/Credit Card Charges	0	139	286	147			147	48.5%	
4030	Books and Publications	0	0	30	30			30	0.0%	
4035	Rates	0	624	637	13			13	98.0%	
4040	Licences/Leases	93	1,399	1,632	233			233	85.7%	
4045	Subscriptions	0	1,643	1,720	77			77	95.5%	
4050	Training/Conferences	0	180	206	26			26	87.4%	
4055	Travel-Staff	0	339	614	275			275	55.2%	
4210	Contingency Fund	0	0	30,000	30,000			30,000	0.0%	
	Parish Office :- Indirect Expenditure	5,141	60,248	97,168	36,920			0	36,920	62.0%
	Movement to/(from) Gen Reserve	(5,141)	(60,248)							
110 General Parish Council										
4100	Hire of Halls	0	240	392	152			152	61.2%	
4105	Insurance	0	1,212	1,814	603			603	66.8%	
4115	Publicity	1,057	7,534	8,573	1,039			1,039	87.9%	
4120	Website Admin	0	0	1,000	1,000			1,000	0.0%	
4130	Other	0	0	700	700			700	0.0%	
	General Parish Council :- Indirect Expenditure	1,057	8,986	12,479	3,493			0	3,493	72.0%
	Movement to/(from) Gen Reserve	(1,057)	(8,986)							
120 Councillor & Subsistence Allow										
4150	Chairman's Allowance Personal	8	96	131	35			35	73.5%	
4155	Chairman's Allowance Civic	36	109	150	41			41	72.9%	
4160	Councillor's Allowance/PAYE	306	3,362	4,168	806			806	80.7%	
4165	Subsistence	0	19	100	81			81	18.8%	
	Councillor & Subsistence Allow :- Indirect Expenditure	350	3,586	4,549	963			0	963	78.8%
	Movement to/(from) Gen Reserve	(350)	(3,586)							
130 Finance										
1076	Precept	0	107,437	107,437	0					100.0%
1077	PVWL Loan	0	89,969	0	(89,969)					0.0%
1090	Interest Received	116	1,212	909	(303)					133.3%

Clerk Note. 100/4210 (above page 1) is a duplication on the system. Not yet managed to get rid of it. Entries are made under 130/4210 (below on page 2).

130/1130. £2,000 income is Borough Councillor Grant for play equipment at Franklin Drive, this needs to be carried forward to next financial year as no equipment yet purchased.

150/4275. WWG underspend will be added to the group's earmarked reserves. The addition will still keep the sum under the £10,000 threshold whereby anything over this has to be approved by F&GPC.

28/02/2019		Boxley Parish Council				Page 2		
09:46		Detailed Income & Expenditure by Budget Heading 28/02/2019						
Month No: 11		Cost Centre Report						
		Actual Current Mth	Actual Year To Date	Current Annual Bnd	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1100	Parish Service Scheme	0	13,876	13,876	0			100.0%
1130	Other	2,000	7,256	0	(7,256)			0.0%
	Finance :- Income	2,116	219,750	122,222	(97,528)			179.8%
4205	Capital Schemes	0	165,174	180,000	14,826	14,826	14,826	91.8%
4210	Contingency Fund	0	11,638	29,800	18,162	18,162	18,162	39.1%
	Finance :- Indirect Expenditure	0	176,813	209,800	32,987	0	32,987	84.3%
	Movement to/(from) Gen Reserve	2,116	42,937					
<u>150 Grants</u>								
4270	Other Grants	0	475	1,500	1,025	1,025	1,025	31.7%
4275	Walderslade Woods Group	0	2,312	5,333	3,021	3,021	3,021	43.4%
4280	Village Hall Grants	0	0	1,500	1,500	1,500	1,500	0.0%
4285	Winters Valley Park LNR	0	2,433	6,377	3,944	3,944	3,944	38.2%
4290	Friends of Boxley Warren	0	47	586	539	539	539	8.1%
	Grants :- Indirect Expenditure	0	5,268	15,296	10,028	0	10,028	34.4%
	Movement to/(from) Gen Reserve	0	(5,268)					
<u>220 Burial Ground</u>								
1200	Burials	0	1,289	1,250	(39)			103.1%
	Burial Ground :- Income	0	1,289	1,250	(39)			103.1%
4045	Subscriptions	0	90	92	2	2	2	97.8%
4420	Admin Fee	0	14	250	236	236	236	5.6%
	Burial Ground :- Indirect Expenditure	0	104	342	238	0	238	30.4%
	Movement to/(from) Gen Reserve	0	1,185					
<u>230 Green Spaces</u>								
4210	Contingency Fund	0	0	1,000	1,000	1,000	1,000	0.0%
4400	Maintenance	32	375	2,000	1,625	1,625	1,625	18.8%
4450	Boxley Village Green	0	4,617	4,617	0	0	0	100.0%
4451	War Memorial	0	1,069	1,500	431	431	431	71.3%
4460	WDJ Orchard	249	368	1,015	647	647	647	36.3%
4465	Franklin Drive OS	0	5,259	6,256	997	997	997	84.1%
	Green Spaces :- Indirect Expenditure	281	11,688	16,388	4,700	0	4,700	71.3%
	Movement to/(from) Gen Reserve	(281)	(11,688)					
<u>240 Grounds Maintenance</u>								
4500	Grounds Maintenance Contract	0	6,129	8,364	2,235	2,235	2,235	73.3%

150/4285 see separate note at end of report Clerk's note. 240/4500 (above) due to hot weather fewer cuts were undertaken hence the underspend.

250/4550 Replacement noticeboards are being sourced.

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 09:46 Detailed Income & Expenditure by Budget Heading 28/02/2019
 Month No: 11 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4505 Roundabout Maintenance	0	77	413	337		337	18.5%
Grounds Maintenance :- Indirect Expenditure	0	6,205	8,777	2,572	0	2,572	70.7%
Movement to/(from) Gen Reserve	0	(6,205)					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	581	2,000	1,419		1,419	29.1%
Street Furniture :- Indirect Expenditure	0	581	2,000	1,419	0	1,419	29.1%
Movement to/(from) Gen Reserve	0	(581)					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	114	11,752	12,570	818			93.5%
1231 PL Insurance Income	0	140	180	40			77.8%
1235 Hire Fees Regular	1,208	27,017	26,600	(417)			101.6%
1250 Wages - AEC	0	40	400	360			10.0%
Beechen Hall :- Income	1,321	38,949	39,750	801			98.0%
4001 Wages	1,371	15,923	18,500	2,577		2,577	86.1%
4005 PAYE	325	3,482	4,080	598		598	85.3%
4010 Pensions	27	284	644	360		360	44.2%
4020 Administration	14	176	206	30		30	85.4%
4021 Telecommunications & IT	28	332	332	0		0	100.0%
4025 Audit	0	50	612	562		562	8.2%
4035 Rates	0	1,456	1,555	99		99	93.6%
4040 Licences/Leases	93	647	1,072	425		425	60.4%
4105 Insurance	0	873	1,568	695		695	55.7%
4210 Contingency Fund	400	3,065	6,000	2,935		2,935	51.1%
4605 CCTV/Alarms Maintenance	0	941	1,752	811		811	53.7%
4610 Consumables	85	904	941	37		37	96.1%
4615 Electricity	0	1,991	2,638	647		647	75.5%
4620 Gas	0	1,011	1,418	407		407	71.3%
4625 Water	0	921	1,024	103		103	89.9%
4630 Electrical Safety	0	128	422	295		295	30.2%
4635 Fire Safety	9	39	100	61		61	39.0%
4640 Gas Maintenance	114	114	265	151		151	42.9%
4645 Ground Maintenance	400	678	528	(150)		(150)	128.4%
4650 Hall Maintenance	162	2,253	3,050	797		797	73.9%
4655 Hall Marketing	0	363	400	37		37	90.7%
4660 Refuse Collections	119	1,620	2,197	577		577	73.8%
4720 Car Park Lights	0	(0)	0	0		0	0.0%
Beechen Hall :- Indirect Expenditure	3,147	37,250	49,304	12,054	0	12,054	75.6%
Movement to/(from) Gen Reserve	(1,826)	1,699					

Detailed Income & Expenditure by Budget Heading 28/02/2019

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
270 Beechen Hall projects							
4705 Internal Decoration	0	738	1,000	262		262	73.8%
4710 External Decoration	475	797	1,000	203		203	79.7%
4717 Height Barrier	0	2,000	2,000	0		0	100.0%
Beechen Hall projects :- Indirect Expenditure	475	3,535	4,000	465	0	465	88.4%
Movement to/(from) Gen Reserve	(475)	(3,535)					
280 Allotments							
1280 Allotment Income	0	1,163	1,072	(91)			108.5%
Allotments :- Income	0	1,163	1,072	(91)			108.5%
4020 Administration	0	0	15	15		15	0.0%
4105 Insurance	0	351	364	13		13	96.3%
4400 Maintenance	0	1,138	2,940	1,802		1,802	38.7%
Allotments :- Indirect Expenditure	0	1,489	3,319	1,830	0	1,830	44.9%
Movement to/(from) Gen Reserve	0	(325)					
300 Environment							
4802 Highway Projects	0	0	40,000	40,000		40,000	0.0%
Environment :- Direct Expenditure	0	0	40,000	40,000	0	40,000	0.0%
4800 Street Maintenance	0	(592)	15,000	15,592		15,592	(3.9%)
Environment :- Indirect Expenditure	0	(592)	15,000	15,592	0	15,592	(3.9%)
Movement to/(from) Gen Reserve	0	592					
Grand Totals:- Income	3,437	261,151	164,294	(96,857)			159.0%
Expenditure	10,451	315,162	478,422	163,260	0	163,260	65.9%
Net Income over Expenditure	(7,013)	(54,010)	(314,128)	(260,118)			
Movement to/(from) Gen Reserve	(7,013)	(54,010)					

150/4285 Vinters Valley Nature Reserve.

It is financially advantageous that the parish council uses this grant to purchase services or equipment which it then gifts to Vinters Valley Trust, this way VAT can be reclaimed. The Trust is currently attempting to raise external funding for a replacement tractor and ancilliary equipment and have asked that the outstanding amount be carried over to the next financial year. Cllr Vic Davies will be able to supply further information at the meeting.