



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Daniela Baylis **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 **Monday 18 November 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 meeting of 16 September 2019**
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 3310/4.1 Long Term Investments Working Group. Meeting has been arranged for Monday 18th November prior to the F&GP meeting. A verbal update will be provided at the meeting.
 - 4.2 Minute 3310/4.3 Cyber Crime and GDPR. No update work ongoing.
 - 4.3 Minute 3310/4.4 Cybercrime protection insurance (See pages 3-4 plus separate enclosure).
 - 4.4 Minute 3310/4.6 75th Anniversary of VE day 8 May 2020. Clarification required from members as to next step.
 - 4.5 Minute 3311/11.1 Risk Assessment. Attached separately.
 - 4.6 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 4).
 - 5.2 Income/Expenditure report as at 31/10.19. See report (pages 5-8).
 - 5.3 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.
 - 5.4 Investments Report. *See report (pages 8-9)*.
 - 5.5 General/Earmarked Reserves. See report (page 9).
6. **Budget**
Attached separately
7. **IT and website** Update on progress with new website, purchase of WiFi extender and any other matters. (page 9)
8. **Bank Mandates**
See report (page 10).

9. Contingency Fund and Budget adjustments

To consider any requests for adjustments (Page 10)

10. Personnel matters

10.1 TOIL, training, leave and sickness cover. (Clerk to report to meeting).

10.2 Closure of office over Christmas/New Year.

10.3 Holiday Cover for Clerk (page 10)

11. Policies and Procedures: Reports and Reviews

None on this agenda

12. Grant Applications (page 10)

12.1 Vinters Valley Trust – grant towards emptying the silt traps

12.2 Vinters Valley Trust – grant towards cost of new boundary fence

13. Matters for Information

To consider any information received.

14. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 January 2020.

15. Date of Next Meeting

Monday 20TH January 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 12 November 2019

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

Note to all councillors: you are welcome to attend and speak at 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.