



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**Clerk** 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 16 November 2020 at 7.30pm**. Due to the current situation this will be a remote 'Teams' meeting. Anyone wishing to attend should contact the Parish Office for further information.

**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.

**3. Minutes of the meeting of 21 September 2020** (Pages 3-5)

To consider the minutes of the meeting and if in order sign as a true record.

**4. Matters arising from the minutes**

4.1 None

4.2 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/Investments (pages 6).

5.2 Income/Expenditure report as at 31.10.2020. See report (pages 7-10).

5.3 Earmarked and General Reserves – to review (page 10-12)

5.4 Petty cash reconciliation. (Verbal report).

**6. IT and website** (Page 12)

To consider the current and future needs of the parish council.

6.1 Website.

6.2 Other IT issues.

**7. Closure of Beechen Hall** (Pages 12)

**8. F&GP Committee Budget 2021-2022** (separate attachment)

**9. Review of Financial Regulations and Financial Transactions Policy** (separate attachments)

**10. Policies and Procedures for Review**

10.1 Draft Sickness and Absence Policy (page 12-17)

**11. Matters for Information**

To receive information

**12. Matters for Urgent Decision**

**13. Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 11 January 2020.

**14. Date of Next Meeting**

Monday 18 January 2020, possibly at Beechen Hall otherwise remotely, commencing at 7.30 p.m.

The Chairman to move that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting.

**15. Personnel matters**

15.1 TOIL, training, leave and sickness cover. (verbal report to be given at meeting)

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council.

Date: 9 November 2020

**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.