



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 16 March 2020** 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 held on 20 January 2020**
To consider the minutes of the meeting (pages 3-4) and if in order to sign as a true record.
4. **Matters Arising from the Minutes**
 - 4.1 Minute 3310/4.3 Cyber Crime and GDPR. No update, work ongoing.
 - 4.2 Minute 3259/13 Anniversary of VE Day. Application from Boxley Church decided at full council. No other applications received.
 - 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 report (page 5).
 - 5.2 Income/Expenditure report as at 29.02.20. See report (pages 6-9).
 - 5.3 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.
 - 5.4 Investments Report. See report (page 9-10).
 - 5.5 General/Earmarked Reserves. See report.
6. **IT and website** Update on progress with new website (page 10).
7. **Contingency Fund and Budget adjustments**
To consider any requests for adjustments
8. **Corona Virus – planning** (report page 10-11)
9. **Personnel matters**
 - 10.1 TOIL, training, leave and sickness cover. (Clerk to report to meeting).
10. **Policies and Procedures: Reports and Reviews**
 - 10.1 Training Policy – new (page 11-14)
 - 10.2 Compassionate Leave Policy – revised (14-16)

11. Grant Applications

Five Acre Wood School (application letter page 16-17)

12. Matters for Information

To consider any information received.

13. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 24 April 2020.

14. Date of Next Meeting

Monday 4 May 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Motion to exclude members of the Press and Public on the grounds that the following item concerns a named member of staff

15. Personnel issues

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 10 March 2020

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.

Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Monday 18th November 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 3. Minutes of the meeting held on 18 November 2019

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Monday 20 January 2020 commencing at 7.30 p.m.

Councillors present: I Davies (Chairman), V Davies, B Hinder, L Clarke, A Brindle, and P Dengate together with Mrs D Baylis (Clerk)

1. Apologies and non-attendance

Apologies: Cllrs W Hinder and G Hayday

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

None declared

3. Minutes of the meeting of 18 November 2019

The minutes of the meeting were **agreed** and **signed** as a correct record.

4. Matters Arising from the Minutes

4.1 Minute 3259/4.2 Cyber Crime and GDPR.

No update, work ongoing.

Action: Clerk

4.2 Any other matters arising from the minutes, but not on the agenda -

Minute 3259/13 Anniversary of VE Day.

It was agreed to place an item in the February Downs Mail to see if there were any events the PC could help with funding. These would be bought to the next meeting for decision if any were received.

As no members of the public were present the meeting was not adjourned.

5. 5. Financial report.

5.1 Reconciliation of accounts. The Chairman reported that, prior to the meeting, he had successfully undertaken a reconciliation of all the bank accounts. **Noted.** Members requested that in future the credit rating and BPC-determined balance ceiling be shown for all accounts except Unity Trust.

Action: Clerk

5.2 Income/Expenditure report as at 31.12.19. **Received** and **noted.**

5.3 Petty cash reconciliation. The Chairman reported that, prior to the meeting, he had undertaken a reconciliation, and all was in order. **Noted**

5.4 Investments Report. **Report Noted.** Decision on fixed term investment of NatWest accounts deferred to next meeting. **Action: Clerk**

5.5 General/Earmarked reserves. **Noted.**

6. Budget

6.1 To agree the budget for 2020/21 for recommendation at Full Council

It was proposed by Cllr Hinder, seconded by Cllr Dengate and all agreed that the Budget for 2020/21 be put forward for recommendation to Full Council for approval.

6.2 To agree the Precept for recommendation at Full Council

It was proposed by Cllr Hinder, seconded by Cllr Dengate and all agreed to recommend to Full Council a Precept for 2020/21 of £153,002.

7. IT and Website

As the Parish Logo was of poor resolution and belonged to the old Website company it was agreed to pay £30/hour for 1.5-2 hours to have the Logo redrawn. It would become the property of the PC.

The Clerk requested agreement to the office having hosted email instead of the current pop account to improve efficiency. This would cost £192. Councillors requested more information. **Action: Clerk**

8. Contingency Fund and Budget adjustments

9.1. Felt and sealant for shed roof - £80. Agreed

9. Setting up of a new bank account

It was agreed in principle that a new bank account could be opened to handle damage and cleaning deposits for the hall. More details were required on accounts and potential charges. **Action: Clerk**

10. Personnel matters

10.1 TOIL, training, leave and sickness cover

A verbal report was given by the Clerk.

11. Policies and Procedures: Reports and Reviews

The Policies and Procedures Calendar review was deferred to next meeting. **Action: Clerk**

12. Grant Applications

12.1 Heart of Kent Hospice

It was proposed by Cllr Hinder, seconded by Cllr Dengate and all agreed to give the same donation as last time.

13. Matters for Information

None 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 March 2020. **Noted.**

15. Date of Next Meeting

Monday 16th March 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

16. Boxley Parish Council Interim Audit Report 2019-2020

Noted. Parish Council Chairman Bob Hinder stated that action on the Auditor's note regarding the Clerk's appointment was in hand

Meeting closed at 9.05 pm

Signed as a correct record of the proceedings.

Chairman..... Date.....

Item 5. Financial report.

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.

Item 5.1 Reconciliation of Accounts Report - Information

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 current accounts are reconciled by the office on a monthly basis and as received for Investment Bonds. The F&GPC signs off all bank reconciliations at its bi-monthly meetings".

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

Account closing balances.

Date	Bank	Credit Rating Moody's	BPC Balance ceiling	Closing balance at last statement
29/02/20	Coop General Account	Caa1	Being run down	52,103.13
29/02/20	HSBC Beechen Hall	Aa3	80,000	37,040.13
29/02/20	Unity Trust Bank (UTB)		80,000	28,523.47
24/02/20	Barclays Bank	Aa2	120,000	£51,275.33
10/02/20	Lloyds A Matured 8/2/20, monies returned to Coop as originating bank	A3	120,000	0
29/02/20	Lloyds B Matures 29/4/20	A3	120,000	25,391.72
29/02/20	Nationwide Beechen Hall 95 day saver account	Aa3	120,000	11,281.57
29/2/20	Nationwide Parish Council 95 day saver	Aa3	120,000	65,030.71
		TOTAL		272,030.71

Item 5.2 Income/Expenditure Report as at 29/02/2020: Information

06/03/2020

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Parish Office</u>								
4000 Salaries	3,437	41,932	43,861	1,929		1,929	95.6%	2,000
4005 PAYE	1,192	14,599	14,385	(214)		(214)	101.5%	
4010 Pensions	334	11,847	3,912	(7,935)		(7,935)	302.8%	8,117
4020 Administration	109	652	950	298		298	68.6%	
4021 IT General	115	1,270	10,000	8,730		8,730	12.7%	
4023 Telecomms	48	535	0	(535)		(535)	0.0%	
4025 Audit	0	200	612	412		412	32.7%	
4026 Bank/Credit Card Charges	3	37	240	203		203	15.3%	
4030 Books and Publications	0	52	30	(22)		(22)	171.7%	
4035 Rates	0	2,150	2,130	(20)		(20)	100.9%	
4040 Licences/Leases	0	286	420	134		134	68.1%	
4045 Subscriptions	(50)	2,021	2,250	229		229	89.8%	
4050 Training/Conferences	0	702	385	(317)		(317)	182.3%	
4055 Travel-Staff	132	668	505	(163)		(163)	132.3%	
Parish Office :- Indirect Expenditure	5,321	76,950	79,680	2,730	0	2,730	96.6%	10,117
Net Expenditure	(5,321)	(76,950)	(79,680)	(2,730)				
6000 plus Transfer from EMR	0	10,117						
Movement to/(from) Gen Reserve	(5,321)	(66,834)						
<u>110 General Parish Council</u>								
4100 Hire of Halls	0	335	470	135		135	71.3%	
4105 Insurance	0	824	1,585	761		761	52.0%	
4110 Parish Tour	0	0	400	400		400	0.0%	
4115 Publicity	625	7,498	8,000	502		502	93.7%	
4120 Website Admin	0	(990)	3,500	4,490		4,490	(28.3%)	
General Parish Council :- Indirect Expenditure	625	7,667	13,955	6,288	0	6,288	54.9%	0
Net Expenditure	(625)	(7,667)	(13,955)	(6,288)				
<u>120 Councillor & Subsistence Allow</u>								
4150 Chairman's Allowance Personal	18	139	133	(6)		(6)	104.2%	
4155 Chairman's Allowance Civic	15	187	180	(7)		(7)	104.1%	
4160 Councillor's Allowance/PAYE	355	3,628	3,679	51		51	98.6%	
4165 Subsistence	0	154	180	26		26	85.8%	
Councillor & Subsistence Allow :- Indirect Expenditure	387	4,108	4,172	64	0	64	98.5%	0
Net Expenditure	(387)	(4,108)	(4,172)	(64)				

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Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Finance								
1076 Precept	0	113,335	113,335	0			100.0%	
1090 Interest Received	93	525	770	245			68.2%	
1100 Parish Service Scheme	0	11,101	13,876	2,775			80.0%	
1130 Other	0	0	2,000	2,000			0.0%	
Finance :- Income	93	124,961	129,981	5,020			96.1%	0
4205 Capital Schemes	0	1,822	5,829	4,007		4,007	31.3%	
4206 PWLB Repayment	0	7,185	7,186	1		1	100.0%	
4210 Contingency Fund	300	3,226	10,000	6,774		6,774	32.3%	
Finance :- Indirect Expenditure	300	12,234	23,015	10,781	0	10,781	53.2%	0
Net Income over Expenditure	(207)	112,727	106,966	(5,761)				
150 Grants								
4270 Other Grants	0	870	1,500	630		630	58.0%	
4275 Walderslade Woods Group	264	3,885	5,492	1,607		1,607	70.7%	
4280 Village Hall Grants	0	3,770	5,492	1,722		1,722	68.6%	
4285 Vinters Valley Park LNR	0	11,047	6,593	(4,454)		(4,454)	167.6%	
4295 Friends of Weaving Heath	0	(457)	250	707		707	(182.6%)	
Grants :- Indirect Expenditure	264	19,115	19,327	212	0	212	98.9%	0
Net Expenditure	(264)	(19,115)	(19,327)	(212)				
220 Burial Ground								
1200 Burials	0	150	1,500	1,350			10.0%	
Burial Ground :- Income	0	150	1,500	1,350			10.0%	0
4420 Admin Fee	0	0	250	250		250	0.0%	
Burial Ground :- Indirect Expenditure	0	0	250	250	0	250	0.0%	0
Net Income over Expenditure	0	150	1,250	1,100				
230 Green Spaces								
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%	
4400 Maintenance	551	1,003	1,000	(3)		(3)	100.3%	
4450 Boxley Village Green	0	0	900	900		900	0.0%	
4460 WDJ Orchard	404	793	1,000	207		207	79.3%	
4465 Franklin Drive OS	(1,300)	(1,260)	5,640	6,900		6,900	(22.3%)	
Green Spaces :- Indirect Expenditure	(345)	537	9,540	9,003	0	9,003	5.6%	0
Net Expenditure	345	(537)	(9,540)	(9,003)				

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Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Grounds Maintenance</u>								
4500 Grounds Maintenance Contract	(412)	6,208	10,141	3,933		3,933	61.2%	
4510 Closed Churchyard Maintenance	0	4,200	4,677	477		477	89.8%	
Grounds Maintenance :- Indirect Expenditure	(412)	10,408	14,818	4,410	0	4,410	70.2%	0
Net Expenditure	412	(10,408)	(14,818)	(4,410)				
<u>250 Street Furniture</u>								
4550 Noticeboards	18	1,069	2,000	931		931	53.5%	
Street Furniture :- Indirect Expenditure	18	1,069	2,000	931	0	931	53.5%	0
Net Expenditure	(18)	(1,069)	(2,000)	(931)				
<u>260 Beechen Hall</u>								
1230 Hire Fees Casual	1,409	17,335	18,500	1,165			93.7%	
1231 PL Insurance Income	26	194	190	(4)			102.1%	
1235 Hire Fees Regular	2,106	29,752	33,000	3,248			90.2%	
1250 Wages - AEC	0	0	500	500			0.0%	
Beechen Hall :- Income	3,541	47,281	52,190	4,909			90.6%	0
4001 Wages	1,477	15,494	19,716	4,222		4,222	78.6%	
4005 PAYE	273	4,013	4,228	215		215	94.9%	
4010 Pensions	50	508	494	(14)		(14)	102.9%	
4020 Administration	8	210	213	3		3	98.4%	
4021 IT General	29	346	990	644		644	35.0%	
4023 Telecomms	48	535	0	(535)		(535)	0.0%	
4025 Audit	0	0	612	612		612	0.0%	
4035 Rates	0	5,016	5,037	21		21	99.6%	
4040 Licences/Leases	0	581	927	346		346	62.7%	
4105 Insurance	0	851	1,210	359		359	70.3%	
4210 Contingency Fund	0	1,025	1,000	(25)		(25)	102.5%	
4605 CCTV/Alarms Maintenance	0	311	2,000	1,689		1,689	15.6%	
4610 Consumables	121	1,076	1,075	(1)		(1)	100.1%	
4615 Electricity	190	2,083	2,350	267		267	88.6%	
4620 Gas	277	1,314	1,460	146		146	90.0%	
4625 Water	0	606	1,100	494		494	55.1%	
4630 Electrical Safety	0	310	435	125		125	71.3%	
4635 Fire Safety	0	35	98	63		63	35.7%	
4640 Gas Maintenance	0	0	273	273		273	0.0%	
4645 Ground Maintenance	131	443	1,544	1,101		1,101	28.7%	
4650 Hall Maintenance	151	2,175	2,500	325		325	87.0%	

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Detailed Income & Expenditure by Budget Heading 29/02/2020

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4655 Hall Marketing	0	153	150	(3)		(3)	102.0%	
4660 Refuse Collections	181	1,907	2,400	493		493	79.4%	
Beechen Hall :- Indirect Expenditure	2,937	38,992	49,812	10,820	0	10,820	78.3%	0
Net Income over Expenditure	603	8,289	2,378	(5,911)				
<u>270 Beechen Hall projects</u>								
4550 Noticeboards	0	0	500	500		500	0.0%	
4705 Internal Decoration	0	0	250	250		250	0.0%	
4719 PA System/Hearing Loop Hall	0	0	3,000	3,000		3,000	0.0%	
Beechen Hall projects :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	0	(3,750)	(3,750)				
<u>280 Allotments</u>								
1280 Allotment Income	12	1,174	1,188	14			98.8%	
Allotments :- Income	12	1,174	1,188	14			98.8%	0
4020 Administration	0	55	70	15		15	78.6%	
4105 Insurance	0	191	400	209		209	47.7%	
4400 Maintenance	471	4,093	4,500	407		407	91.0%	
Allotments :- Indirect Expenditure	471	4,339	4,970	631	0	631	87.3%	0
Net Income over Expenditure	(459)	(3,165)	(3,782)	(617)				
<u>300 Environment</u>								
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%	0
4800 Street Maintenance	0	(1,083)	15,000	16,083		16,083	(7.2%)	
Environment :- Indirect Expenditure	0	(1,083)	15,000	16,083	0	16,083	(7.2%)	0
Net Expenditure	0	1,083	(55,000)	(56,083)				
Grand Totals:- Income	3,645	173,565	184,859	11,294			93.9%	
Expenditure	9,565	174,336	280,289	105,953	0	105,953	62.2%	
Net Income over Expenditure	(5,920)	(770)	(95,430)	(94,660)				
plus Transfer from EMR	0	10,117						
Movement to/(from) Gen Reserve	(5,920)	9,346						

Item 5.4 Investments: Information

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 reflect the latest statements received which may not be the end of the month.

Date	BANK ACCOUNTS chronological forecast of estimated likely available funds		
End of March	Coop General Account	£52,103.13	
End of March	HSBC Beechen Hall	Approx £25,000.00	
End of March	Unity Trust Bank (UTB)	Approx. £?	
End of March	Barclays Bank	£51,257.33	£10,000 was used to top up UTB Funds
March			
	Lloyds B (matures 29/04/2020)	£25,391.72	Includes projected interest
February			
10	Lloyds A (matures 08/02/2020)	£NIL	Was not Reinvested and returned to Coop (initiating bank)
95 day notice funds			
29.02.20	Nationwide Beechen Hall	£11,281.57	Interest is paid 31/3/20 Should this be fixed for one year?
29.02.20	Nationwide Parish Council	£20,415.16	Interest is paid 31/3/20 Should this be fixed for one year?

Item 7 Changes to IT and website

The work on the new website is slow but steady, with most things copied over. A link will be sent to the working group shortly for them to comment on. There have been delays from the contractor, despite repeated chasing by Mel and Jane.

Item 8 Corona Virus – planning

The Clerk is reviewing the existing Business Continuity Plan to see if it is fit for purpose as it stands in the light of this new risk. In the meantime several decisions need to be made.

1. Do we refund bookings for events that cancel?
2. Will we have to refund bookings for events if the Government bans large public gatherings?
3. Home working for staff
4. Voluntary self-isolation should this become necessary.

Item 10.1 Training Policy - new

Boxley Parish Council

TRAINING AND DEVELOPMENT POLICY

Boxley Parish Council is committed to the ongoing training and development of all Councillors and Staff to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the Parish.

Boxley Parish Council is committed to equip its Councillors, Office staff and other workers/volunteers with the correct knowledge and skills to carry out their roles and maintain effective working practices, in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the Council's regulations and policies, as well as ensuring the Council is kept up to date with all new legislation. To support this funds are allocated to a training budget.

It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to Parish Councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council. Councillor and staff development should be recognised as an integral part of the Council's business.

Boxley Parish Council has 15 Councillors, Clerk/RFO, Assistant Clerk, Clerical Officer and Caretaking staff. In addition, there are several volunteer groups within the Parish who provide invaluable support for the Parish Council's activities and for whom training should be supported.

Boxley Parish Council recognises that its most important resource is its Councillors and Staff and is committed to encouraging both Councillors and Staff to enhance their knowledge and qualifications through further training. Some training is essential to ensure compliance with all legal and statutory requirements

1. Training and Development Principles

1.1. Training and Development:

- improves the quality of the services and facilities the Parish Council provides.
- enables the Parish Council to achieve its corporate aims and objectives.
- improves the skills base of Staff and Councillors.
- produces confident, highly qualified staff who work as an effective and efficient team.
- demonstrates that Staff and Councillors are valued.

2. Training and Development Activity

2.1. Councillors

- Attendance at induction sessions explaining the role of Councillors.
- Provision of a Councillor handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, Policies of the Council and any other relevant information.
- Access to relevant courses provided by external bodies such as KALC.
- Training needs to be determined by self-assessment. Relevant courses to be circulated by the Clerk to all Councillors.

2.2. Office Staff

- Induction sessions explaining their role and up to date job description.
- The Council expects Staff to undertake a programme of continuing professional development (CPD) in line with the requirements of their role.
- Provision of a Staff handbook containing Policies relating to staff, copies of Standing Orders, Financial Regulations, Code of Conduct, Policies of the Council and any other relevant information.
- Any training relevant to the professional discharge of their duties.
- Training needs to be identified through annual appraisal.
- Subscription to the Society of Local Council Clerks (SLCC) for Clerk and Assistant Clerk.
- Provision of up to date publications, such publications to remain the property of the Council.
- Entitlement to mileage expenses and time in lieu (in excess of normal working hours) for attending training courses, briefings and any other meetings.
- The Clerk is expected to keep up to date with developments in the sector and report back to Council.
- Corporate training is necessary to ensure that Staff are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Staff will be required to attend training courses, workshops or seminars where suitable training has been identified
- Records of all training undertaken by Staff will be kept in their personnel file.

3. Training and Development Process

The process of development is as follows:

- 3.1. Training needs should be identified by considering the overall objectives of the Parish Council, as well as individual requirements.
- 3.2. Planning and organising training to meet those specific needs.
- 3.3. Evaluating the effectiveness of the training requested/required.

4. Identification of Training Needs

- Staff will be asked to identify their development needs during Appraisal or staff meetings
- Councillors will be asked to identify their development needs as they arise or following election or co-option
- Changes in Legislation
- Changes in systems
- When new or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council

- A request from a member of staff
- Devolved services / delivery of new services

5. Attendance at Training Courses and Financial Assistance

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified. In order to best ensure cost effectiveness, Councillors and Staff will be required to attend the nearest college/venue offering the required course (unless an alternative is authorised by the Finance & General Purposes Committee (F&GPC)) taking into account operational effectiveness and best value.

Other considerations include:

1. Impact on the operational capability of the Council of releasing the staff member for training
2. The most economic and effective means of training
3. Provision and availability of training budget
4. For approved courses which provide a recognised national qualification Councillors and Staff can normally expect, with prior agreement of the F&GPC, that the following will be met:
 - a. The course fees
 - b. Examination fees
 - c. Any associated membership fees
 - d. One payment to re-take a failed examination
5. Councillors attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons.
6. Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
7. Boxley Parish Council operates a Return of Service agreement. Any member of staff undertaking professional qualifications funded by the Council must be aware that should they leave the Council's employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training.
8. Members of staff who are given approval to undertake external qualifications are granted the following:
 - a. Study time to attend day-release courses
 - b. Time-off to sit examinations
 - c. Study time of one day per examination (to be discussed and agreed by line manager in advance)
 - d. Provision of study time must be agreed with the line manager prior to the course being undertaken.
9. Short Courses/Workshops/Residential Weekends

Where attendance is required on a short course, paid leave will be granted to Staff. Councillors and Staff attending approved short courses/workshops/ residential weekends can expect the following to be paid:

- a. The course fee (usually invoiced following the event)
- b. Travel costs in line with current Council policies
- c. Subsistence in line with current Council policies

As part of Boxley Parish Council's continuing commitment to training and development, Councillors and Staff are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the Council. Such reports to be made at the next Full Council Meeting following the training.

Adopted by Council on

Item 10.2 Compassionate Leave Policy - Revised

Clerks Note: Taking time off to help someone else and return to work are new items for this policy and their addition and content need to be agreed.

Boxley Parish Council

Compassionate Leave Policy

Boxley Parish Council is committed to supporting its employees in times of crisis.

Paid compassionate leave will be awarded for the following:

Bereavement or Critical Illness

Boxley Parish Council acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways. BPC acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an employee is entitled to in different circumstances. BPC acknowledges that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death. (Note: In the following in the absence of the Chairman the Vice Chairman will be the responsible person.)

- Death of a parent/spouse/partner/child or other immediate relative. The Chairman of the Parish Council has delegated power to decide what is an immediate relative but normally this would include a spouse, civil partner or partner (including same sex partners), child, parent, step-parent, grandparent, grandchild, sibling, son/daughter-in-law or a person with whom the employee is in a relationship of domestic dependency.

Up to one week's leave with an additional week's leave at the discretion of the Chairman.

Any employee who is concerned about their ability to conduct their duties safely in the weeks following a bereavement must discuss this with their line manager.

Boxley Parish Council recognises that different cultures respond to death in significantly different ways. Line managers will check whether the employee's religion or culture requires them to observe any particular practices or make special arrangements which would necessitate them being off work at a particular time. Employees should not assume that their line manager is aware of any such requirements and should draw this to their line manager's attention as soon as possible.

Line managers who are unsure of how to respond to a bereaved employee from a different culture should ask the bereaved employee or someone else from their cultural group about what is appropriate.

- Funeral of an immediate relative as defined above.

One day, at the discretion of the Chairman of the Parish Council.

- Critical illness of an immediate relative as defined above.

Up to one week's leave with an additional week's leave at the discretion of the Chairman.

Crisis

- A crisis created by criminal action or serious accident e.g. destruction of house by fire. The Chairman of the Parish Council has delegated power to decide what is considered a crisis.

Up to one week's leave with an additional week's leave at the discretion of the Chairman.

Unpaid compassionate leave.

- Up to one week's unpaid leave, in addition to any paid compassionate leave, may be granted at the discretion of the Chairman of the Parish Council having taken into account the situation and the needs of the Council.

In the event of a disagreement or request for additional paid or unpaid leave the request will be submitted, in confidence, to the Finance & General Purposes Committee through the Clerk or the chairman of that committee. A retrospective award of paid or unpaid leave can be made by this committee.

The Council will attempt to be supportive and, where possible, will allow annual leave to be used in conjunction with compassionate (paid or unpaid) leave.

The Council retains the right to request a written application or evidence of need from an employee. Applications on behalf of an affected employee will be accepted.

An employee should notify their line manager of their need to take compassionate leave as soon as possible or, at latest, on the first day of absence. In exceptional circumstances, applications for leave will be considered after the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above. Leave days do not have to be taken consecutively

Taking time off to help someone else

By law, employees have the right to take a reasonable amount of time off work to help someone who depends on them (a 'dependant') in an unexpected event. An employee's dependants include: their spouse, partner or civil partner, their child or their parent.

The employee can take time off if they need to:

- help a dependant who is ill, been injured or assaulted, or gives birth
- arrange care for a dependant who is ill or injured
- deal with an incident involving their child during school hours

There is no limit to the number of times or length of time that employees can take off for dependants, as long as it is reasonable for the circumstances.

Your workplace might offer employees more entitlements than these minimum statutory rights, so it's a good idea to check.

How employees get paid for time off for dependants is down to the workplace policy, so it's a good idea to check. In some cases it might be unpaid.

Return to work

In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative – for example, when the employee's grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.

In such instances Boxley Parish Council will allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the Finance and General Purposes Committee, would be subject to an agreed maximum number of days and would be managed in line with BPC's flexible working/part-time working policy.

Adopted by Council

Item 11 Grant Applications

PRINCIPAL: PEGGY MURPHY, MA
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Mrs P Bowdery
Clerk to Boxley Parish Council
Beechen Hall
Wildfell Close
Chatham
Kent ME5 9RU

26 February 2020

Dear Pauline

Two years ago I contacted you in your capacity as Clerk to the BPC – maybe you are no longer in that role – hopefully I might reach your successor if this is the case!

The PC members very kindly made a donation towards a huge project I was seeking to fund – raising £850,000.00 to build a new hydrotherapy pool. I am delighted to tell you that the funding total was reached and construction of this incredible new facility started at the beginning of this year. Completion is anticipated by September.

So now my focus moves to new projects and we have several in the pipeline. Slightly smaller than the hydrotherapy pool in terms of target I hasten to add! The two projects I would love assistance with fundraising for are to raise £6,500.00 for a sunken trampoline and £4,500.00 for a mobile sensory unit. Much more detail about these two projects can be found on our website www.FoFAWS.co.uk you will also see other projects there for which funding assistance would be most welcome!

As a couple of years have passed by since BPC's last donation, I was hoping you might consider us again. I look forward to hearing from you. For ease, my email address is ameaders@five-acre.kent.sch.uk

Very best wishes


Alexandra Meaders
Fundraiser

last
donated
£100.00
10/4/18

