



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

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

**Clerk** Mrs Daniela Baylis      **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

**To All Members of the Council, Press and Public**

**Members are hereby summoned, and notice is given that a Meeting of the Parish Council will be held on Monday 5 October 2020. Due to the current situation this will be a virtual Teams meeting and anyone wishing to 'attend' needs to contact the Parish Office for information on how to join.**

**1. Apologies and Non Attendance**

To receive apologies from members unable to attend

**2. Declarations of Interest, Dispensations, Predetermination or Lobbying**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.

**3. Minutes of the Parish Council Meeting 7 September 2020**

To consider the minutes and if in order sign as a true record (pages 3-5) .

**4. Matters Arising From the Minutes**

None at the time the Agenda was prepared

**5. Crime Report and Police Issues**

Crime report (page 5)

**6. Adjournment to enable members of the public to address the meeting**

**7. Draft Minutes of Recent Committee Meetings**

The following have been previously circulated:

Finance and General Purposes Committee Meeting 21 September 2020

Environment Committee Meeting 7 and 14 September 2020

**8. Finance and General Purposes Committee Vacancy**

**9. Finance**

9.1. Payments made out of meeting 26.08.20 – 28.09.20. See report (page 17-19).

9.2. Receipts for the period. 26.08.20 – 28.09.2020. See report (page 19-22).

9.3. Account balances report (page 23).

**10. Policies and Procedures**

10.1 Environment Committee Terms of Reference (page 5-6)

10.2 Finance and General Purposes Committee Terms of Reference (page 6-8)

10.3 Equal Opportunities Policy (page 8-10)

10.4 Communications, Press and Media Policy (page 10-17)

**11. Reports from Councillors/office**

Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.

**12. Reports from Borough and County Councillors**

Our Ward councillors are invited to report and discuss matters affecting the parish.

**13. Grant Applications**

None received

**14. Sale of Wildfell Close**

See report (page 17)

**15. Covid-19 – (Page 17)**

**16. Matters for Decision**

To consider issues such as attendance at meetings etc.

**17. Correspondence**

To consider any received.

**18. Matters for Information**

To consider any received.

**19. Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 26 October 2020.

**20. Next Meeting**

2 November 2020

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council.

Date 28 September 2020

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

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.