



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

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 15 March 2021 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 18 January 2021 (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 (page 5).

5.2 Income/Expenditure report as at 28.02.2021 See report (pages 6-10).

5.3 Petty cash reconciliation. (Verbal report).

5.4 Review of regular payments for recommendation to Full Council (pages 11-12)

5.5 End of year accounts and Internal Audit (Page 12)

5.6 Parish Services Scheme payment breakdown (Page 12-13)

5.7 Opening a new bank account (Page 13)

6. IT and website (page 13-14)

7. Closure of Beechen Hall (Pages 14)

8. Policies and Procedures for Review

8.1 Policies and Procedures Review (separate attachment)

8.2 Policies and Procedures Review Calendar (separate attachment)

8.3 Sickness and Absence Policy (to follow)

9. Matters for Information

To receive information

10. Matters for Urgent Decision

11. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 14 May 2021.

12. Date of Next Meeting

Monday 24 May 2021, 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 the press and public be excluded from the meeting.

13. 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 March 2021

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.