



# Boxley

## PARISH COUNCIL

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade,  
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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 20 September 2021 to follow on from the Estates ECM starting at 7pm at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU

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 19 July 2021** (Pages 3-4)

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 4-5).

5.2 Income/Expenditure report as at 31.08.2021 (See report pages 6-11).

5.3 Petty cash reconciliation. (Verbal report).

5.4 Interim budget review

5.5 Conclusion of External Audit (page 5)

6. **IT and website** (page 5)

7. **Telephone and Broadband** (report page 5-6)

8. **Policies and Procedures for Review**

8.1 Polices relating to Staff - review update

9. **Grant for War Memorial Wreath** (page 6)

10. **Investment of Walderslade Woods Enabling Fund**

11. **Civic Recognition Recommendations**

12. **Accident Book Review** (page 6)

13. **Review of Training needs** (page 6)

14. **To ratify all Decisions made at the Meetings held on the 24 May and 19 July 2021**

15. **Matters for Information**

To receive information

16. **Matters for Urgent Decision**

- 15.1 Any matters requiring decisions arising from the Estates Committee ECM regarding Beechen Hall and Caretaking.

17. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 5 November 2021.

18. **Date of Next Meeting**

Monday 15 November 2021 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.

19. **Personnel matters**

- 19.1 TOIL, training, leave and sickness cover. (verbal report to be given at meeting)  
19.2 Staff Appraisals (verbal report to be given at meeting)

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council.

Date: 14 September 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.