



Boxley

PARISH COUNCIL

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 15 November 2021 starting at 7.30pm 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 20 September 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 31.10.2021 (See report pages 7-12).

5.3 Petty cash reconciliation. (Verbal report).

5.4 Bank Mandate Review (Page 5).

6. **Subscriptions – Annual Review**

7. **Appointment of Annual Auditor**

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

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

10. **Policies and Procedures for Review**

10.1 Polices relating to Staff - review update.

10.2 It Policy (no changes).

11. **F&GP Committee Budget 2022-2023** (separate attachment)

12. **Investment of Walderslade Woods Enabling Fund** (page 7)

13. **Civic Recognition Recommendations**

14. **Matters for Information**

To receive information.

15. **Matters for Urgent Decision**

None on this Agenda.

16. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 January 2022.

17. Date of Next Meeting

Monday 17 January 2022 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.

18. Personnel matters (separate confidential attachment).

- 18.1 TOIL, training, leave and sickness cover. (verbal report to be given at meeting).
- 18.2 Assistant Clerk Appraisal (verbal report).
- 18.4 Staff Salaries.
- 18.5 Christmas Closure.

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 9 November 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.