



BOXLEY PARISH COUNCIL
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 7 June 2021. 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 17 May 2021

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

4. Matters Arising From the Minutes

4.1 Any other matters arising from the minutes.

5. Crime Report and Police Issues

Crime report (page 6)

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:

7.1 Environment Committee Meeting 4 and 17 May 2021

7.2 Finance and General Purposes Committee 24 May 2021

8. Finance

8.1. Payments made out of meeting 28.4.21 – 31.5.21. See report (page 6-7).

8.2. Receipts for the period. 26.2.21 – 31-5.2021. See report (page 8-10).

8.3. Account balances report (page 10)

8.4. End of year Income and Expenditure by budget heading 2020-21 (Page 11-15)

8.5. BPC Accounting statements as at 31 March 2021 (Pages 16-18)

8.6. To note the Annual Internal Audit Report by the Internal Auditor (Page 19)

8.7. To approve the signing of the Annual Governance Statement by the Chairman and the Clerk. (Page 20)

8.8. To approve the signing of the Accounting Statements by the RFO and Chairman. (Page 21-22)

8.9. To consider the External Auditors Report from 2019/20. (Page 23)

9. Policies and Procedures

9.1 Finance and General Purposes Committee Terms of Reference (Page 23-25)

9.2 Code of Conduct (Page 25)

9.3 Code of Conduct Complaints (Page 25-26)

9.4 Acceptable Reasons for Absence (Page 26-27)

9.5 Lobbying and Predetermination (Page 27-28)

10. Reports from Councillors/office

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

11. Reports from Borough and County Councillors

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

12. Grant Applications (page 29-30)

12.1 Bearsted Parish Council – Summer Play Scheme

13. Sale of Wildfell Close (page 30)

14. Covid-19 – (Page 30)

15. Cluster Meetings

16. Matters for Decision

15.1 Letter of support for Kent Wildlife Trust (Page 30)

17. Correspondence

To consider any received. (Page 30)

18. Matters for Information (page 31)

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 25 June 2021.

20. Next Meeting

5 July 2021

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date 2 June 2021

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.