



# 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 Finance:** Lissi Watt

**Assistant Clerk Hall:** Jane Denham

## 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 21 November 2022** at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU to follow on from the Parish Council meeting.

**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 3 October 2022 (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**

5.1 Bank Reconciliations – verbal report to be given at the meeting.

5.2 Income and Expenditure Report by budget heading (Pages 5-10).

5.3 Detailed Balance sheet (Page 10-11).

5.4 Receipts and payments 1 October – 31 October 2022 (Pages 11-17).

5.5 Budget 2023-24 (separate attachment to follow).

5.6 Appointment of Annual Auditor (Page 17).

5.7 Annual Subscriptions review (Page 17-18).

**6. IT/Website/Telephones etc. (Page 18)**

**7. Policies and Procedure for Review**

7.1 IT Policy (Page 18-20).

**8. Matter for Information**

To receive information.

**9. Matter for Urgent Decision**

None on this Agenda.

**10. Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 January 2023.

**11. Date of Next Meeting**

Monday 16 January 2023 commencing at 19:30.

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.

**12. Personnel Matters** (separate confidential attachment)

12.1 TOIL, training, leave and sickness cover. (Verbal report to be given at meeting).

12.2 Changes to NALC Salary Scales (Verbal report to be given at the meeting).

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council.

Date: 15 November 2022

**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.