



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 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 20 March 2023** at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU to follow on from the Parish Council meeting at 19:30.

- 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 16 January 2023** (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** Data Entry corrections report. (Pages 4-5)
 - 5.2** Bank Reconciliations – verbal report to be given at the meeting.
 - 5.3** Income and Expenditure Report by budget heading. (Pages 6-10)
 - 5.4** Detailed Balance sheet (Page 11).
 - 5.5** Receipts and payments 1-28 February 2023. (Pages 12-17)
 - 5.6** VAT control account. (Page 18)
 - 5.7** Employers National Insurance Contributions. (Page 18)
 - 5.8** Regular payments review. (Pages 18-19)
- 6. IT/Website/Telephones etc.** (Page 19)
- 7. Policies and Procedure for Review**
 - 7.1** Finance and General Purposes Committee Terms of Reference. (Pages 19-20)
 - 7.2** Chairmans Pendant Procedure. (Page 21)
- 8. Matter for Information**
To receive information.
- 9. Matters 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 12 May 2023.

11. Date of Next Meeting

Monday 22 May 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 (Page 21)

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

12.2 Part time Assistant Caretaker (Verbal report to be given at the meeting).

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 13 March 2023

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.