



Boxley

PARISH COUNCIL

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 22 May 2023** at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU at 7.30pm

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 March 2023 (Pages 3-5)

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 Financial reports (Page 5).

5.3 Bank Account review. (Page 5-7)

5.4 Employers Pension Contributions. (Page 7)

6. IT/Website/Telephones etc. (Page 7)

7. Policies and Procedure for Review

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 7 July 2023.

11. Date of Next Meeting

Monday 17 July 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 7)

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

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 15 May 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.

Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Monday 22 May 2023

The Chairman will assume that these have been read prior to the meeting.

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 3. Minutes of the meetings held on 20 March 2023

Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Monday 20 March 2023 at 7.30pm.

Councillors present: V Davies (Chairman), P Dengate, C Sheppard, I Davies, D Hubbard, K Macklin, P Huntingford and Mrs D Baylis (Clerk).

1. **Apologies and non-attendance**
Cllrs B Hinder, A Brindle, M Beckwith and D Hollands sent apologies
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
3. **Minutes of the meetings of 16 January 2023**
The minutes of the meeting were agreed.
4. **Matters Arising from the Minutes**
 - 4.1 **Any other matters arising from the minutes, but not on the agenda.**
None raised.

As no members of the public were present the meeting was not adjourned.

5. **Financial Report**
 - 5.1 **Data Entry Corrections report**
Noted
 - 5.2 **Bank Reconciliations**
The bank reconciliations had been checked by the Chairman prior to the meeting and were in order.
The Clerk asked for permission to look at online access for those bank accounts that are still not accessible online. Councillors reported that this had been tried in the past but access was only given to one person and it had not been possible to put in sufficient safeguards. The Clerk was given permission to look at this again and see if the banks were now able to facilitate a business with multiple users with adequate audit and security features.
 - 5.3 **Income and Expenditure by Budget Heading reports**
There were still some uncorrected errors, likely due to coding issues. The Clerk would get these altered. Action Clerk.
 - 5.4 **Detailed Balance Sheet**
It was decided that this would be renamed in future agendas to avoid confusion.

5.5 **Receipts and Payments 1-28 February 2023**
Noted.

5.6 **VAT Control Account**
Report noted

5.7 **Employers National Insurance Contributions**
Report noted

5.8 **Regular Payments Review**
The regular payments were looked at and agreed

6. **IT/Website/Telephone etc**
Report Noted. Cllr I Davies reported that there are still 2 BPC Facebook pages. The Clerk explained that the office did not have access to it and could not take it down themselves.

7. **Policies and Procedures for Review**

7.1 **Finance and General Purposes Committee Terms of Reference**
Agreed with one amendment

7.2 **Chairmans Pendant Procedure**
Agreed.

8. **Matters for Information**
None.

9. **Matters for Urgent Decision**

It was proposed by Cllr Sheppard, second by Cllr I Davies and agreed with 1 against that a budget of £3,000 be set for coronation expenditure.

It was proposed by Cllr V Davies and agreed with one abstention that 4 coronation plaques for all village halls and St Johns school and some flagpole planters for Beechen Hall be purchased.

The Clerk was asked to obtain costs for a sign for the roundabout at the end of Walderslade Woods Road. Sign to read 'Boxley Parish' and contain the Parish logo and the Coronation logo. The Clerk was also asked to look at permissions and installation of the sign.

The Clerk asked for Councillors to join a working party to set up the codes for the new accounts system. Cllrs Hubbard and I Davies volunteered.

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. **Noted.**

11. **Date of Next Meeting**
Monday 22 May 2023.
Noted.

Meeting closed at 9.01 p.m.

Signed as a correct record of the proceedings.

Chairman..... Date.....

Confidential Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Monday 20 March 2023 at 7.30 pm.

12. Personnel Matters

12.1 TOIL, Training, Leave and Sickness Cover

The request for carrying over annual leave was looked at. Several staff could not take leave due to covering the Clerk’s sick leave. It was proposed by Cllr P Dengate, seconded by Cllr Macklin and all agreed that the Assistant Clerk Hall could carry over 1 day, the Parish Caretaker could carry over 2 days. It was agreed that the Assistant Clerk Finance would be given an exception to her contract and be allowed to carry over 7 days. The Clerk was asked to change her planned TOIL day on the 24 March to Annual Leave and would then be allowed to carry over the remaining 5 days. It was agreed that any TOIL accumulated by the Clerk to the end of March would be paid. All carried over leave must be taken by the end of June 2023.

The Clerk reported that the Assistant Clerk Finance had passed her FILCA (Financial Introduction to Local Council Administration). The Committee asked the Clerk to pass on their congratulations.

12.2 Part time Assistant Caretaker

The Clerk reported that the new Part Time Assistant Caretaker had settled in well.

Signed as a correct record of the proceedings.

Chairman..... Date.....

Item 5.2 Financial Reports

There are no financial reports for this Agenda as the new accounts system is still being set up.

Item 5.3 Bank Account Review

Bank	Amount held at 15/5/23	Interest Rate
Parish Council UTB	283,120.34	n/a
Beechen Hall UTB	49,234.03	n/a
Walderslade Woods UTB	500	n/a
Co-op	30,562	n/a
Barclays	720,094	n/a
Nationwide Beechen Hall	78,887	0.25%
Nationwide Parish Council	122,316	0.4%

We currently have the following Ear Marked Reserves

Emergency running costs	£100,000
Assets Replacement	54,727
PWLB Reserve	7,186
Walderslade woods Group	4,182
Friends of Weaving Heath	1,243
Beechen Hall Extension Reserve	3,587
CIL	0
Walderslade Woodlands	659,345
Churchyard Wall Repairs	20,000
Highways Projects	38,767
War Memorial Maintenance	100
Closed Churchyard Maintenance	10,000
Burial Ground Maintenance	150
Boxley Village Green Maintenance	500
Parish Maintenance	1,493
Tree Maintenance	4,750
Impton Lane Open Space	50
WDJO	795
Franklin Drive Play Area	86
Bus shelters	500
Litter Bins	600
Village Signs/Interpretation Boards	4,000
Allotment Maintenance	1,072
Beechen Hall Grounds Maintenance	654
Total	913,787
Total without Walderslade Woodland Fund	254,442

NEED FOR AN INVESTMENT STRATEGY

Statutory guidance on local government investments has been issued under Section 15(1)(a) of the Local Government Act 2003 to which local authorities are required to have due regard. The guidance applies to parish councils that have investments exceeding £100,000 at any time and, even if the total value of the investments is between £10,000 and £100,000, the council is encouraged to adopt the principles of the guidance. The key purpose for having a strategy is to ensure transparency and accountability and it is a requirement for the strategy to be approved

by the full council. In view of the amount of money provided by the developer an Investment Strategy must be adopted.

The strategy must demonstrate that the risks in relation to the management of the funds have been properly assessed by the council and are open to scrutiny by the general public. The strategy must state the procedures put in place to determine the investment portfolio and the maximum periods of investment.

Item 5.4 Employers Pension Contributions

Currently Employee contributions are 5% of salary and the Employer contribution is the minimum 3% required by legislation. Do members wish to contribute a higher percentage or stick to the minimum required? From research contributions range from 3-10% with most seeming to pay 5 and 8%. Out of 26 replies 1 @10%, 6@8%, 6@7%, 10@5% and 3@4%.

The Chairman has asked for the following information to be added.

Current total Employers contributions are £3,023.22. An increase to 5% would increase the contributions to £4,840.21. An increase to 7% would increase contributions to £6,656.29.

Item 6. IT/Website/Telephones

The website has been updated.

An automatic reply has been added to hall booking enquiries stating that we are not taking casual weekend bookings at present and giving a direct number for potential regular hirers to contact.

Item 12 Personnel Matters

Following the resignation of the Assistant Caretaker on the 21st April a working party meeting was held and it was agreed to stop taking casual party hire bookings until the situation could be looked at in detail.

The Assistant Clerk Hall resigned on the 4th May and her last day of work is the 30th May.

We need to set up a working party to look at the future uses of the hall/costs and staffing needs in detail. For the time being the Clerk will be the contact for our existing regular hirers to sort out problems. The Assistant Clerk Finance will do the invoicing. All existing party bookings will be honoured with the Clerk and Parish Caretaker doing the pre and post event cleaning and checks.