



# Boxley

## PARISH COUNCIL

### **Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Monday 21 November 2022 commencing after the Parish Council meeting**

**Councillors present:** V Davies (Chairman), I Davies, B Hinder, P Dengate, D Hubbard, A Brindle, K Macklin and Mrs D Baylis (Clerk).

1. **Apologies and non-attendance**  
Cllrs C Sheppard, D Hollands and P Huntingford sent apologies.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
None.
3. **Minutes of the meetings of 3 October 2022**  
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.

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

5. **Financial Report**
  - 5.1 **Bank Reconciliations**  
The bank reconciliations had been checked by the Chairman prior to the meeting.
  - 5.2 **Income and Expenditure by Budget Heading reports**  
The Clerk was asked to add footnotes giving explanations when budget headings were over budget. Action Clerk.
  - 5.3 **Detailed Balance Sheet**  
Noted.
  - 5.4 **Receipts and Payments 1 October to 31 October 2022**  
Noted.
  - 5.5 **Budget 2023-24**  
The F&GP Budget was looked at in detail and amendments made.
  - 5.6 **Appointment of Annual Auditor**  
It was proposed by Cllr V Davies, seconded by Cllr P Dengate and all agreed to retain the current Internal Auditor Lionel Robbins.
  - 5.7 **Annual Subscriptions Review**  
The current subscriptions were reviewed and it was agreed to continue with them in 2023/24. It was proposed by Cllr A Brindle, seconded by Cllr I Davies and all agreed that the Parish Council join the Woodland Trust for one year. The membership to be reviewed next year. Action Office.
6. **IT/Website/Telephone etc**  
Cllr Dengate asked if a table of IT/Website/Telephone/CCTV etc. costs could be produced for review. Action Clerk

7. **Policies and Procedures for Review**

7.1 **It Policy**

Several amendments had been put forward before the meeting. The Clerk would add them all and circulate the document to members. Action Clerk.

8. **Matters for Information**

None.

9. **Matters for Urgent Decision**

The Clerk/Office were asked to produce a better format for out of meeting decisions so that questions and who has voted are more easily visible to Councillors. Action Clerk/Office.

It was proposed by Cllr A Brindle, seconded by K Macklin and all agreed that Cllr V Davies purchase the ceiling microphones for the Acorn Room from Ebay for £50.00.

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. **Noted.**

11. **Date of Next Meeting**

Monday 16 January 2023.

**Noted.**

It was proposed by Cllr B Hinder, seconded by Cllr A Brindle and all agreed that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting and the items be minuted in confidential format.

There were no members of the public present.

Meeting closed at 8.55 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....