



Boxley

PARISH COUNCIL

**Minutes of the Finance and General Purposes Committee Meeting
Held at Beechen Hall, Wildfell Close, Walderslade on
Monday 16 May 2022 commencing at 7.30 p.m.**

Councillors present: V Davies (Chairman), I Davies (from item 5.1), C Sheppard, D Hubbard, K Hill, J Willmott, P Huntingford, A Brindle and P Dengate together with Mrs D Baylis (Clerk)

1. **Apologies and non-attendance**
Cllrs B Hinder (other meeting), D Hollands (holiday) and K Macklin.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
3. **Minutes of the meetings of 21 March 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.
Minute 3585 Item 7. The caretaker mobile phone has not been purchased. Quotations are still being obtained. The Parish Caretaker is still using his personal mobile.

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

5. **Financial Report**
 - 5.1 Petty Cash
It was proposed by V Davies and all agreed with 1 abstention to close the Petty Cash system currently used.
 - 5.2 Lloyds Multipay Card
It was proposed by Cllr J Willmott, seconded by Cllr C Sheppard and all agreed with one abstention that the limit on the Lloyds Multipay Card be raise to £1,000.
 - 5.3 Bank Reconciliations
Cllr V Davies and the Clerk explained the issues with the current system of reconciling the bank account. A new system was being put in place and Cllr V Davies was going to the office on Thursday for a meeting with the Assistant Clerk Finance and would complete the reconciliations and report back to members.
 - 5.4 Income and Expenditure by Budget Heading reports
Noted.
 - 5.5 Parish Councillor Audit
Cllr M Beckwith was doing the audit on Thursday 19 May at 2.30pm. There were many issues with the current form which was very out of date. It was agreed to use the current form to highlight the errors so that the form could be revised at the next meeting.

It was agreed that financial information regarding bank account totals and income and expenditure would be put onto every F&GP Agenda. In months where there was no F&GP meeting this information would be placed on the Parish Council agenda. The end of year finance reports would be placed on the May F&GP Agenda and the May Annual Parish Council meeting Agenda.

6. **IT and Website**

There was no update to report.

7. **Telephone and Broadband**

The report was noted.

Cllr Dengate asked if there was an update on his query over the quietness of the telephone voice recordings. The Clerk would chase for the information and report back.

8. **Policies and Procedures for Review**

None on this Agenda

9. **Matters for Information**

None.

10. **Matters for Urgent Decision**

10.1 Review of the decision to increase the Chairmans Allowance

It was proposed by Cllr C Sheppard, seconded by Cllr I Davies and all agreed that a recommendation be made to Full Council to reverse this decision.

11. **Items for Next Agenda**

Bank account and investment review.

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 8 July 2022. **Noted.**

12. **Date of Next Meeting**

Monday 18 July 2022.

Noted.

The Chairman to move that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting.
There were no members of the public present.

13. **Personnel Matters**

The following 2 items contains information and decisions about named member of staff and will be minuted on separate confidential minutes.

13.1 TOIL, Training, Leave and Sickness Cover

13.2 Parish Caretaker

Meeting closed at 8.50 p.m.

Signed as a correct record of the proceedings.

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