**Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Wednesday 8 January 2025** **at 6.30pm.**

**Councillors present:** A Brindle (Chairman), M Beckwith, K Macklin and J Akehurst together with Mrs D Baylis (Clerk) and Mrs H Pearson (Assistant Clerk) and Cllr V Jones

|  |  |
| --- | --- |
| 1. | **Apologies and non-Attendance**  Councillors B Hinder and I Davies |
| 2. | **Declaration of Interests, Dispensations, Predetermination or Lobbying**  None |
| 3. | **Motion to exclude the Press and Public from items in the Confidential Section.** |
|  | It was proposed by Cllr A Brindle and seconded by Cllr k Macklin to exclude members of the public from all items in the confidential section. |
| 4. | **Minutes of the meetings of 20 November 2024**  The minutes of the meeting were agreed and signed. |
| 5.1 | **Matters Arising from the Minutes**  None. |
| 5.2 | **Any other matters arising from the minutes, but not on the agenda.**  None. |
| **As no members of the public were present the meeting was not adjourned.** | |
| 6. | **Financial Report** |
| 6.1 | **Bank Reconciliations**  Cllr A Brindle confirmed that she had reconciled the accounts and they were up to date. |
| 6.2 | **Bank Account Totals**  Noted. |
| 6.3 | **Finance General**  It was agreed that the Finance Assistant could set up a WhatsApp group for bank signatories so that they can be notified when payments are ready for authorisation. |
| 6.4 | **Net Position by Cost Centre**  Noted. |
| 6.5 | **Precept Tax Base Letter**  Noted |
| 6.6 | **To agree the Budget 2025/26** |
|  | It was proposed by Cllr K Macklin, seconded by Cllr J Akehurst and all agreed to add a new code to the F&GP budget to cover the cost of by-elections with a budget of £20,000. This would cover 2 by-elections. One by-election has already been called by 10 electors of the parish and there is a second vacancy which might result in another by-election. |
| 6.7 | **Budget Summary** |
|  | This would be adjusted to reflect the new code allocation. |
| 6.8 | **To recommend a precept for 2025/26** |
|  | This was discussed and it was agreed that the Clerk would rework the figures with the new cost code and its allocation of funds for presentation to full Council for approval. |
| 7. | **Policies and Procedures for Review** |
| 7.1 | **Policies Relating to staff** |
|  | Noted. |
| 7.2 | **GDPR Policy** |
|  | It was proposed by Cllr A Brindle, seconded by Cllr K Macklin and all agreed to adopt the GDPR Policy. |
| 10 | **Matters for Information.** |
|  | No matters for information. |
| 11 | **Items for Next Agenda** |
|  | None. |
| 12. | **Date of Next Meeting** |
|  | Wednesday 12 March 2025 at 6.30 pm . |
|  | **CONFIDENTIAL SECTION** |
| 13 | **Personnel** |
| 13.1 | **TOIL, training, sick leave and sickness cover** |
|  | Verbal report given. |
|  |  |

Meeting closed at 6.59 p.m.

Signed as a correct record of the proceedings.

Chairman……………………………………… Date…………………………………