



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ☒ clerk@boxleyparishcouncil.org.uk

Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that the Meeting of the Parish Council will be held on 4 June 2018 at European School of Osteopathy, Boxley Village ME14 3DZ commencing at 7.30pm

1. **Apologies and absences**
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.
3. **Chairman's Announcements**
4. **Minutes of the Parish Council Meeting 21 May 2018**
To consider the minutes and if in order sign as a true record, to follow.
5. **Matters Arising From the Minutes**
 - 5.1 Minute 3116/9.1 Honour Boards. See report (page 3).
 - 5.2 Minute 3117/9.2 Franklin Drive Play Area. Awaiting delivery and instalment of play equipment.
 - 5.3 Minute 3117/9.4 OneDrive. Work outstanding.
 - 5.4 Minute 3117/9.7 End of World War 1 commemorative plaque. Design and cost are being sourced and information will be supplied to members, if it is received, before the meeting.
 - 5.5 Minute 3116/13 Declaration of Casual Vacancies. The required notification posters have been displayed.
 - 5.6 Any other matters arising from the minutes which are not on the agenda.
6. **Crime Report and Police Issues**
See report (page 7).

Adjournment to enable members of the public to address the meeting

7. **Draft Minutes of Recent Committee Meetings**
For the parish council to receive the minutes. Members can ask questions of the Committee Chairmen but may not initiate a discussion. See reports (pages 3 – 7).
8. **Finance**
 - 8.1 Payments made out of meeting 14.05.18 - 29.05 18 See report (page 21-22).
 - 8.2 Receipts for the period 01.05.18 – 29.05.18. See report (pages 22-24).
 - 8.3 Account balances report (page 24).
9. **Annual Return for the Year Ended 31 March 2018**
 - 9.1 Governance Statement. See report (pages 7-10).
 - 9.2 Section 1. To note the signature of the Annual Governance Statement by the Responsible Financial Officer. See report Section 1 (page 11).
 - 9.3 Section 1. The Parish Council to approve the Chairman signing the Annual

Governance Statement, it being the recommendation of the RFO and the F&GP Committee that approval be given.

9.4 Section 2. Accounting Statement. The RFO and Chairman to sign the statement (page 12).

9.5 Annual Internal Audit Report (page 13)

10 Committee Membership for non-parish councillors.

To consider whether a non-parish councillor could be allowed to serve on a committee or whether service should be confined to sub-committees or advisory groups. See report (pages 13-14).

11 Policies and Procedures

11.1 Complaints re Code of Conduct (review). See report (pages 14-15).

11.2 Lobbying and Predetermination (review). See report (pages 15-17).

11.3 Standing Orders (additions). See report (page 17).

12. GDPR

See report (pages 17-18).

13. Reports from councillors/office

Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.

13.1 Cllr Bob Hinder STEM School Public Inquiry.

13.2 Cllr Ivor Davies MBC Planning Meeting land at Wildfell Close.

14. Reports from Borough and County Councillors

Our Ward councillors are invited to report and discuss matters affecting the parish.

15. Matters for Decision

To consider any issues, such as attendance at meetings or as identified on the evening.

15.1 Walderslade Woodlands. See report (page 18)

16. Correspondence

To consider any received.

17. Matters for Information

17.1 Draft minutes Annual Meeting of the Parish. See report (pages 18-19).

18. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 25 June 2018.

19. Next Meeting

2 July 2018 at Weavering Street Village Hall, Weavering Street, Grove Green ME14 5JP.

In view of the possible confidential nature (consideration of tender information) on the item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

20 Beechen Hall Extension and Toilet Refurbishment Project

To receive a verbal update and written report (page 20) from Cllr Vic Davies. To consider the results of the BHEWG meeting 4 June 2018 and to decide on the awarding of the contract.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 29 May 2018

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. Items to be returned to agenda: None.

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. Items to be returned to a future agenda: None.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 4 June 2018
The Chairman will assume that these have been read prior to the meeting.**

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

Item 5 Matters Arising from the Minutes.

- 5.1 Honour Boards. Like for like quotes are being obtained from the two companies. In response to the question asked about materials the boards on both quotations were frames of solid timber oak with mdf board insert. Solid oak boards can be obtained but the price increase could be in the region of 50% or 100%

Item 6 Crime Report and Police Issues

Purpose of Item: Information.

Crime report 01/05/ - 24/05/18

Criminal Damage

On Thursday 24th of May around 7:05am in Grovewood Drive North. A Seat Ibeta parked in a supermarket car park was damaged causing a dent in the driver's door.

Between 1:00am on Tuesday 22nd of May and 7:00pm on Thursday 24th of May in Grovewood Drive North. A BMW 320 parked in a supermarket car park was scratched.

Between 9:00pm on Monday 21st of May and 6:00am on Tuesday 22nd of May in Golden Wood Close. Graffiti was sprayed on a vehicle parked in the road.

Burglary Of Dwelling

Between 12:01am on Tuesday 1st of May and 11:59pm on Wednesday 23rd of May in Timbertops. One of the garage doors had been damaged in the intent of stealing but no access gained.

Theft From Motor Vehicle

Between 10:00pm on Thursday 17th of May and 6:57am on Friday 18th of May in Wildfell Close. Both number plates were stolen from a Mercedes E250 parked in the road.

On Wednesday 2nd of May between 12:01am and 6:25pm in Grovewood Drive South. The number plates of a Vauxhall Corsa had been taken. The vehicle was parked near to the home address.

Item 7 Draft minutes of recent committee meetings. Purpose of Item: Information.

Item 7.1 Minutes of the Environment Committee on Monday 14 May 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs Wendy Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable (from 7.38), Mr P Dengate, Mr Bob Hinder, Mr D Hollands together with Mrs M Fooks (Assistant Clerk)

1 *Apologies and absences*

Apologies accepted: Mr Ivor Davies (family commitment).

Absent: None.

- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
3. **Minutes of the Meetings 9 & 16 April 2018.**
The minutes were **agreed** and **signed** as a correct record.
4. **Matters Arising from the Minutes**
- 4.1 Minute 3102/5.1. Development Land Adjacent Wildfell Close. The application is going before MBC Planning Committee in May, Cllr Bob Hinder asked for the date of the meeting. **Action Office.**
- 4.2 Minute 3102/5.2 Ancient Woodland and TPOs. As the KALC/MBC April meeting was cancelled members requested that this item was raised at the AGM meeting by the councillor attending that meeting.
- 4.3 Minute 3102/5.3 Boxley Road, Walderslade, KCC tree/verge maintenance. The Chairman reported that work had been carried out at the top end of the road. However flytipping had been spotted along the same section of road. Cllr Wendy Hinder agreed to report it to MBC.
- 4.4 Minute 3102/5.4 Traffic Speeds, Boxley Road/Beechen Bank Road. Awaiting response from MPs. **Noted.**
- 4.5 Minute 3102/5.5 Flooding Boxley Road near junction Longwood. KCC has undertaken drain clearance in the area but not yet responded to the initial query of whether any road changes are needed. This has been removed from website and members requested the office to find out why? **Action: parish office.**
- 4.6 Minute 3102/5.7 Fixed plate pedestrian crossing signs Grovewood Drive North. Will be installed in July/August. **Noted.**
- 4.7 Minute 3102/5.10 Yellow lines at junctions along Provender Way. Junction names submitted to KCC awaiting response from KCC. **Noted.**
- 4.8 Minute 3103/5.11 Chatham Road Sandling new road layout. It has been confirmed that work will start with a road closure from w/c 16 June for up to 3 weekends. The Assistant Clerk to notify residents by community alert. **Action office.**
- 4.9 Minute 3105/12 National Planning Policy Framework & Developer Contributions. Members **received** and **noted** the response from KALC on behalf of Parishes.
- 4.10 Any other matters arising from the minutes not on the agenda. None.

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

5. **Planning Applications for Consideration**

The following applications were ratified after consulting the committee out of meeting

18/501708/FULL Erection of a rear conservatory Boxley Road Walderslade ME5 9JE.
The parish council can see no material planning reasons to object.

18/501508/FULL Garage conversion into part utility area and part storage area.
Wagoners Close Weaving Maidstone Kent ME14 5SG.
The parish council can see no material planning reasons to object

18/501426/FULL Removal of existing fence and relocate new 6ft fence 500mm from the pathway boundary along Fitzwilliam Road. Wytherling Close Bearsted Kent ME14 4QB.
The parish council can see no material planning reasons to object

18/501593/FULL Change of use from two apartments into one dwelling house, including rear and side extension. Replacement of front door with window, internal alterations, demolition of existing summerhouse and garage and erection of detached ancillary/granny annexe accommodation (Resubmission). Weaving Street Weaving ME14 5JH.
The Parish Council can see no material planning reasons to object for the main dwelling, however it does have concerns with the detached ancillary accommodation

(Granny Annexe) within the garden and if the planning officer is minded to approve, to impose a condition so that the ancillary accommodation cannot be sold separately to the main dwelling and should not be used for external rent or a holiday let.

DECISION

*18/501941/FULL Erection of a part single, part two Storey rear extension and two storey side extension. Grey Wethers Sandling Maidstone Kent ME14 3DW.
The parish council can see no material planning reasons to object*

*18/501736/FULL Erection of detached garage and 1.8m high close boarded fence. Bargrove Road Maidstone Kent ME14 5RT.
The parish council can see no material planning reasons to object as long as it does not impact on the adjacent bridleway.*

*18/502144/FULL Erection of a Class A1 Retail Store (Marks & Spencer) and associated servicing, parking, landscaping and access arrangements. Eclipse Park Sittingbourne Road North Maidstone.
Boxley Parish Council welcomes the development however it has concerns that the local infrastructure is inadequate and the development will have a detrimental impact on the local traffic.*

*18/502031/FULL Proposed single storey rear extension, with existing first floor balcony above at Chatham Road Sandling ME14 3AY.
The parish council can see no material planning reasons to object*

*18/502087/TPO to remove two large trees in back garden. Unsure of species. Garden is small and trees block out lots of light. Also remove one small tree again in back garden and again unsure of species. Would like to replace with fruiting tree at Micawber Close, Walderslade ME5 9JZ.
This is a poor application with no species identified, it is not to scale and therefore the Parish Council is unable to make a decision.*

*18/502173/FULL/JOWO Ground floor side extension plus front porch extension. Haywain Close Weaving ME14 5UX.
The parish council can see no material planning reasons to object.*

*17/506340/FULL Revised details for Detached Store and Replacement Fence at, Harbourland Close, Boxley ME14 3DP.
Boxley Parish Council wishes to object to this application on the basis that it is unacceptable overdevelopment of the site on the corner of a very narrow access road. This building will have a detrimental impact on the street scene and for immediate neighbours. If the officer is minded to approve, the Parish Council requests that a condition is placed on this application that the store cannot be used as a separate habitable room*

*18/501986/FULL Erection of a single storey rear extension and a first-floor extension over existing garage at Micawber Close, Boxley Chatham ME5 9JZ.
The parish council can see no material planning reasons to object.*

18/502146/FULL Erection of a building to provide office accommodation to existing factory and creation of additional parking facilities at Lordswood Industrial Estate, Gleamingwood Drive, Lordswood ME. Decision deferred to 21 May meeting.

6. Planning Decisions, Appeals and Appeals Decisions

*Members **received** and **noted** decisions made on the following applications which differed to BPC response*

Application 17/502657/FULL Decision APPEAL: Allowed

Application 17/503678/FULL Decision MBC Refused.

Application 17/502616/FULL Decision MBC Refused.

Application 17/500884/FULL Decision MBC Refused

7. **Highways and Byways**

7.1 Speed bumps Boxley Village, petition for their removal. Members **received** and **noted** the Clerks report.

7.2 Roundabout sponsorship. Members **received** Cllr Constable's update and once a response has been received from KCC it will be returned to the next available agenda. **Action office/Cllr Constable.**

7.3 KCC planned tree work. **Received and noted.**

7.4 Parking Hotline. Cllr Ivor Davies to give a verbal report. As Cllr Ivor Davies was not present at the meeting this item has been deferred to the June meeting. **Action office.**

7.5 M20 Junctions 3-5 Smart Motorway Project. Members received and noted the Clerk's report. It was suggested that additional soundboards could be erected to drown out the noise and Cllr Bob Hinder will take this to the next JTB meeting. Action Cllr Bob Hinder.

7.6 BPC Parking Policy. Members **received** and **noted** the Clerk's report.

8. **Franklin Drive Play Area**

MBC has completed the tree work and a donation is being given by Gallagher's in order for the play equipment to be ordered. **Noted.**

9. **Policy and Procedures**

10.1 Laminated planning advices (used at meetings) still fit for purpose. The Clerk has undertaken a review and will be refreshing them to reflect the new phrase used by members when not objecting to a planning application. Members also asked for some phrases used by MBC when refusing applications to be added. **Action office.**

10. **Members Reports**

There were none.

11. **Volunteer Groups**

11.1 Friends of Boxley Warren – Cllr Bob Hinder reported that 4 van loads full of fly tipping had been dumped along the Pilgrim's Way within the warren which were eventually removed with the help of the Landowner and KCC Public Rights of Way. It was suggested that the office alerts residents to the issues and costs of fly tipping and to highlight that if local traders are used to remove any rubbish from their premises that they ask for sight of an authentic waste disposal certificate. **Action office.**

12. **Matters for Information**
Received and noted.

12.1 MBC approved the Off Street Tariff increase, which also covers car parks. This is effective from 1 June 2018.

12.2 Litter bins. See report (page 15).

12.3 STEM school, New Cut Public Inquiry. Starting 22 May 2018 and likely to last for 5 days Cllrs Bob and Wendy Hinder will be attending the first two days of the Public Inquiry the Clerk will also be attending. The parish council will have a representative present on each day of the inquiry.

13. **Items for Next Agenda**

Member requested the Planning Rota to be reinstated.

14. **Next Meeting**

Next Environment Committee meeting 11 June at Beechen Hall commencing at 7:30pm.

Meeting closed at 8.53pm.

Item 7.2 Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Monday 21 May 2018 commencing at 7.44 p.m.

Councillors present: Mr I Davies (Chairman), Ms L Clarke, Mr V Davies, Mr P Dengate, Mr B Hinder and Mrs W Hinder together with the Clerk Mrs P Bowdery and Assistant Clerk Mrs M Fooks.

1. Apologies and non-attendance

Cllr Hayday

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

There were none.

3. Beechen Hall Extension and Toilet Refurbishment

Members were informed that tenders and an independent cost plan indicated that the potential cost for this project is likely to exceed the budget set by the Parish Council by approximately £30,000. After lengthy and in-depth discussion Cllr Dengate proposed, seconded by Cllr Vic Davies

"That this committee, having received an updated cost forecast for extending the small committee room, refurbishing the toilets and replacing the main doors in Beechen Hall, agrees to impose a revised cap of £210,000 on expenditure on this project, to request full council to release a further £30,000 (maximum) from general reserves to fund the projected shortfall within this amount, and to urge the Extension Working Group to take all necessary steps to trim costs as far as possible within the project parameters".

The motion was defeated (2 in favour, 3 against with 1 abstention)

4. Date of Next Meeting

Tuesday 22 May 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.05 p.m.

7.3 F&GPC 22 May 2018. To be sent on.

Item 9 Annual Return for the Year Ended 31 March 2018. Purpose of Item: Decision.
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9.1 BPC Governance Statement

Purpose of report. The Council is required to sign the End of Year Return and the following report, prepared by the RFO, is a statement outlining how the Council operates. Each year the RFO reviews the statement and if necessary updates it, this year a section has been added on Data Protection which states

" Data Protection. The Council is currently working towards compliance of the General Data Protection Regulations. The relevant policies and procedures are/have been prepared and the Council has appointed a Data Protection Officer".

Members are asked to approve the following.

**Boxley Parish Council
Governance Statement for the Year ending 31 March 2019.**

The system of internal control and audit in place at the Council for the year ending 31 March 2019 and up to the date of approval of the annual report and accounts accords with proper practice. Boxley Parish Council will undertake the following work and checks to ensure that the parish council complies with the End of Year Return – Section 1 Annual Governance Statement.

1. SCOPE OF INTERNAL AUDIT.

Boxley Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and that it is used economically, efficiently and effectively¹.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to:

- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- anticipate future changes to legislation, working practices etc. that will impact on the parish council and to identify any changes which require additional risk management and auditing;
- evaluate the likelihood of those risks being realised and the impact should they be realised; and
- manage these risks efficiently, effectively and economically.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditor (with effect from 01.04.2018 LittleJohn LPP) submits an annual Certificate of Audit, which is presented to the Council.

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting. At this same meeting the Council approves the level of precept for the following financial year.

The Council has appointed a Finance and General Purposes Committee (F&GPC) which meets 6 times each year and monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters. The Council has delegated some financial and audit powers to the Estates Committee which also meets 6 times per year. The minutes of the meetings of the F&GPC and the Estates

¹ The Accounts and Audit (England) Regulations 2011.

Committee are received by the Council where an opportunity to comment on them is available. The minutes of the Environment Committee, which meets approx. 24 times per year, are also submitted to the Council.

The full Council meets a minimum of 10 times and Committees 6 or 12 times each year².

The full Council and Committees monitor progress against the aims and objectives, identified by their individual Terms of Reference, at each meeting. Such reviews are supported by briefing papers and reports produced by the parish office, Councillors or Working Groups. The Clerk is responsible for ensuring that decisions or issues which impact on more than one committee are reported as necessary to ensure that all relevant parties are adequately briefed.

Individual committees are also responsible for monitoring their specific projects and budgets.

The Council carries out regular reviews of its internal controls (including 2 x Parish Councillor Audits annually), systems and procedures which are supported by the audits undertaken by the Independent Internal Auditor.

The Council acquired a General Power of Competence on 1 October 2012 and has renewed this power, by resolution, on 9 May 2016.

Data Protection

The Council is currently working towards compliance of the General Data Protection Regulations. The relevant policies and procedures are/have been prepared the Council has appointed a Data Protection Officer.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for day to day compliance with relevant laws and regulations and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Each payment must be authorised by two members of the council who have checked the relevant invoice.

Payments made using the Unity Trust Corporate Multipaycard (which has a £500 expenditure limit) are also reported to the council for approval.

2. INDEPENDENCE.

Membership of the F&GPC consists of the Chairs and Vice-Chairs of the full Council and each of its committees plus two other councillors. With up to eight members and with all committee agendas being supplied to the 15 members of the Council it is felt that there is sufficient independence in and scrutiny of the work of the F&GP Committee.

The F&GPC receives the 2 x Independent Internal Audit reports, the 2 x Parish Councillor Audit reports and the External Auditor's response to the End of Year Accounts. Reports and recommendations are submitted to the full Parish Council.

Parish Councillor Audits are undertaken by different councillors, nominated at a full Council meeting and includes non-members of the F&GPC.

The Independent Auditor is independent of the Council, its financial decision making, management and control.

Parish councillors are encouraged to question the financial systems, controls, payments etc. All Council and committee agendas have an item for members to declare interest, lobbying, dispensations and predetermination; the item also carries a reminder that they must keep their Register of Interests up to date. Members are reminded three times per year that they must not sign blank cheques or authorisation letters, that they need to check payment authorisations against invoices before signing and that invoices or payment reports need to be initialled by both signatories. Similar controls apply when electronic bank transfers are made with two councillors having to independently input authorisation for each transaction.

² Additional meetings are organised if required.

The Council has a Dispensation system. Currently Councillors serving on the Estates Committee who also rent Council allotments have been awarded dispensations to discuss and vote on matters relating to Dove Hill Allotments.

3. COMPETENCE.

The Clerk/RFO is qualified to Certificate of Higher Education in Local Policy and in September 2012 passed CiLCA's Section 7, General Power of Competence which enabled the Parish Council to pass the relevant resolution to obtain the power.

The Internal Auditor is qualified to undertake an audit of the Parish Council's accounts and systems.

The Council has a training budget and encourages all members to take advantage of training opportunities.

The F&GPC is required (via delegated powers) to undertake monitoring of the Council's income/expenditure and policy and procedures relating to financial issues.

4. RELATIONSHIPS.

The Council works to Standing Orders and Financial Regulations in all financial matters. It has systems and procedures to deal with tenders and issuing of work authorisations/contracts.

The Kent Code of Conduct legislation has been adopted by the Council.

Audit checks by the Independent Auditor and Parish Councillors ensure that these standards are maintained and adhered to.

The Council aims to work in an open and accountable way and publishes its income, expenditure, budget and audit return and reports on its website for public scrutiny.

Item 9.2 Section 1. To note the signature of the Annual Governance Statement by the Responsible Financial Officer.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BOXLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

DD/MM/YY

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Item 9.3 Section 1. The Parish Council to approve the Chairman signing the Annual Governance Statement, it being the recommendation of the RFO and the F&GP Committee that approval be given. (See 9.2 for report).

Item 9.4 Section 2. Accounting Statement. The RFO and Chairman to sign the statement.

Section 2 – Accounting Statements 2017/18 for

Boxley PARISH COUNCIL			
	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	348,152	338,004	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	98,481	107,437	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	71,293	63,358	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	77,806	80,018	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	102,116	82,919	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	338,004	345,862	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	337,732	350,236	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	451,172	457,065	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		No	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Item 9.5 Annual Internal Audit Report

Annual Internal Audit Report 2017/18

Boxley Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 14/12/17 to 15/05/18
 Name of person who carried out the internal audit: LIONEL ROBBINS LAUDITOR
 Signature of person who carried out the internal audit: [Signature]
 Date: 15/05/18

Item 10. Committee Membership for non-parish councillors. Purpose of Item: Decision.

Clerk's note. At the April Parish Council meeting certain policies and principles for a non-parish councillor (non-member) to serve with the council were agreed but other issues required future discussion.

Agreed policies and procedures,

- Sharing of confidential information
- Non-member cannot be Chairman nor can they instruct the parish office

- Guidance Note for a member of the public serving on a parish council (committee/working or advisory group [deleted as necessary])

Outstanding issues.

1. Members to consider whether a non-member should be allowed to serve on a committee or whether service should be confined to sub-committees or advisory groups.
2. Who is responsible for inviting/approving an appointment of a non-member?
3. Limit on number of non-members invited to join a group. Cllr Dengate proposed two but no vote was taken.
4. Membership of Committees. Previous meeting report suggested
"Standing Order 14 states, but it does not specify a process of appointment, The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council. F&GPC is therefore exempt from the proposed changes.

Standing Order 2 (i) states that at the Annual Meeting of the Parish Council will decide on the
(v) Appointment of members to existing committees;"

Amendment to Standing Orders. Previous meeting report suggested, with an amendment suggested at the meeting

"SO 2(i) can be expanded to include "after this time and subject to council approval [if that is what members want] the Chairman of the Committee can propose the co-option of a Parish Councillor or non-voting member of the public. The decision is agreed by a majority of those voting."

5. Terms of Reference (ToF). Previous meeting report suggested.
"All committees have included in their ToR.

Membership

1. *The Committee shall consist of up to ten councillors, including as per standing orders the Parish Council's Chair and Vice Chair.*
2. *The committee may appoint working parties to undertake any specific project work as necessary.*

ToR Membership (1) sets the number of members as ten, would co-opted members of the public be in addition to this number and would a limit of co-options be set? Decision required.

ToR Membership (2) Makes no reference to whether they are Parish Councillors or non-parish councillors. To ensure clarity this could be amended by adding
Membership of which can, with a few exceptions, include non-voting members of the public.

Informative. Any Committee setting up a working/Advisory group must submit the ToR to the Parish Council for approval.

<p>Item 11 Policies and Procedures Purpose of Item: Decision.</p>
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Item 11.1 Complaints re Code of Conduct (review).

Informative. The Clerk has included a few adjustments (shown underlined) in the current policy/procedure.

Policy on dealing with Code of Conduct Complaints (current)

Boxley Parish Council attempts to always work in an open and accountable way. While it is recognised that there may occasionally be complaints against individual Parish Councillors, in order to be fair to members, the Parish Council will not publicly acknowledge such a complaint until the independent Maidstone Borough Council Monitoring Officer decides that

there is a case to investigate. The Parish Council will take no action that interferes with the investigation or which may inflame the situation. It has however no control over what the complainant makes public.

If a member or officer of the Parish Council receives a complaint that may fall within the Code it shall be immediately passed on to the Clerk or Chairman/Vice-Chairman for referral to the MBC Monitoring Officer.

On receipt of a complaint the Chairman* will write a **confidential** briefing note to all councillors simply stating that Councillor X is the subject of a complaint which has been referred to the Monitoring Officer. In the interests of fairness the issue/complaint will not be discussed at any Parish Council meeting. Parish Councillors will be informed of a complaint just in case they are approached by the complainant, councillors are respectfully asked not to discuss, speculate or ask for information during this period of investigation.

If the Monitoring Officer decides to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken. The issue/complaint will not be discussed at any Parish Council meeting and it is up to Councillor X whether he/she wishes to have the complaint acknowledged publicly as unfounded.

If the Monitoring Officer notifies the Parish Council of a decision to further investigate the complaint, the Chairman* will again write a **confidential** briefing note to all councillors stating this. The issue/complaint will not be discussed at any Parish Council meeting** however the Chairman and Vice-Chairman will draft a press release for use if the complaint becomes public. The press release will stick to the facts and not comment on the actual complaint. If subsequently the Monitoring Officer's decision is to take no further action then the Chairman* will write a **confidential** briefing note to all councillors stating no further action is being taken.

On notification that the Monitoring Officer considers that there is substance to the complaint, which is when it is likely that the complaint will become public, the Chairman* will again write a briefing note to inform all councillors of the situation. Advice will be sought from the Monitoring Officer on whether the issue should be acknowledged as an item at the next Parish Council Meeting. The Parish Council (and individual councillors if approached) will stick to the facts and not comment on the actual complaint. The press release will be reviewed and, if necessary, released.

At the conclusion of the investigation the Parish Council will prepare, if necessary, another press release acknowledging any decision made by the Monitoring Officer. A draft of this press release will be supplied to all councillors. If it is felt necessary an emergency Parish Council meeting will be arranged.

*or if necessary the Vice-Chairman or Clerk.

** If there is a recommendation from the Monitoring Officer that Councillor X or the Parish Council might require some training then the Parish Council will need to discuss generalities (i.e. need for and cost of training) but specifics of the complaint/decision will not be discussed.

Item 11.2 Lobbying and Predetermination (review).

Guidance for Parish Councillors on Lobbying and Predetermination.

This guidance is to assist you in your day to day contact with members of the public who may wish to bring something to your attention, discuss an issue or solicit your support (lobbying). It supplements, but does not replace, the Code of Conduct with which councillors should conform at all times.

Caution & Commonsense

You should always bear in mind that unless caution and common sense are exercised there is always the possibility that the impartiality and integrity of a councillor could be questioned. It is therefore advisable that councillors, especially members of the Environment Committee

who may be approached on planning issues, should take care about expressing an opinion that a member of the public may take as indicating support or giving permission of the parish council. Information on Predisposition, Predetermination or Bias and the Code is available from the parish office.

You must declare that you have been lobbied if the issue in question is discussed at a parish council or committee meeting.

Lobbying.

This is a time-honoured tradition especially in the planning and development arena. It is also probably the most controversial side of local politics in this country.

When being lobbied you should take great care about expressing personal opinions, especially if you are or will be part of the decision making process. Humans consistently deceive themselves by selectively hearing only what they want to hear.

Parish councillors are expected to:

- Respect the decisions of the parish council and its committees; and
- Avoid attempting to anticipate decisions not yet made.

It is therefore advisable that if lobbied you should use the occasion only to gather information. This may be done by inviting the member of the public to point out matters or features which are relevant to the issue but avoiding entering into a debate. This information can then be passed onto the relevant committee or the office.

You should also inform the resident of their right to address or write to the council, details of how to do this can be found on the Parish Council website or obtained from the parish office. It helps if the office is made aware of any resident indicating that they will be attending a meeting as relevant paperwork can then be taken to the meeting.

Discussions & site-visits.

No councillor is required to deal with any query from a member of the public if they feel uncomfortable or intimidated by the situation. You are however asked to refer the person to the parish office or provide the office with their contact details. No member of the public has a right to enter your home in any circumstances.

A discussion may take place for various reasons. If it is to complain about e.g. verge cutting, details should be noted and passed to the parish office. The office will then decide whether the issue should be either:

- (a) Treated as day to day 'housekeeping' and not therefore referred to a committee. However the member of the public and the councillor will be kept informed of the action taken. Councillors can ask that such issues be placed on an agenda in order that the situation is monitored; or
- (b) Placed on an agenda.

If the issue is to do with a planning application then the resident might ask you to visit the site. It is recommended that if a member decides to do so, the parish office is appraised of the situation and that, if possible, you are accompanied by another councillor. Please note that you have no legal right of entry on to any private land unless invited by the landowner.

Prior to the visit the parish office, if notified, will supply:

- A briefing note giving any relevant history and background, together with, if applicable, the planning application(s);
- Details of any relevant policy of the parish council;
- Details of which local authority department might be responsible for any service under discussion; and
- Suggestions on how a problem can be resolved or how best to proceed.

After the meeting please make a verbal/written report to the parish office with an indication of what, if any, action you feel is required and declare that you have been lobbied.

Making a decision in council/committee.

The purpose of these guidelines is not to stop a councillor having or expressing their personal opinions. A councillor can be predisposed to a situation but should not be predetermined.

Predetermination or bias is where a councillor is closed to the merits of any arguments relating to a particular issue and makes a decision on the issue without taking all arguments into account. Councillors will receive information from different sources but should retain an open mind to the merits of all the arguments until making their final decision.

Ultimately councillors have to decide for themselves the balance between their personal opinions, the needs of the parish/community as a whole and the requirements of the Code of Conduct.

There is an important difference between those councillors who are actually involved in making a decision and those who are seeking to influence it. Councillors not involved in the decision-making are generally free to speak about how they would like the decision to go. In parish councils this can lead to problems as issues can be dealt with in committee and then be bumped-up to full council. Councillors having earlier spoken out strongly against an issue might then be considered as predetermined or biased. If you are in this position, you may wish to consult the Clerk for advice in advance.

If in doubt the following test is helpful "Would a fair-minded and informed observer, having considered the facts, decide that there is a real possibility that the councillor had predetermined the issue or was biased?"

Item 11.3 Standing Orders (additions).

Informative. The 2018 Model Standing Orders have been released and there are 4 or 5 changes relating to references to new legislation, some minor changes due to the divergence in legislation in England and Wales resulting in an English set of model standing orders and also some minor changes. A potential amendment relating to GDPR is expected soon. The majority of Standing Orders have remained unchanged.

With members permission the Clerk will investigate further the timing of potential amendments and return the issue to members at a later agenda probably September but if members wish the work can be prioritised for July. **Guidance is sought.**

Item 12. GDPR of Item: Information.

Community e-mail alert system. Informative. 161 residents opted in to remain members, 37 were lost.

GDPR Insurance.

Informative. The following is now included in the parish council insurance.

Section 11 – Data Protection Act 1984

The insurer will indemnify the insured and at the request of the insured any employee in respect of legal costs and expenses incurred with the written consent of the insurer in the defence of any prosecution brought or made against the insured or any employee for breach or alleged breach of the provisions of the Data Protection Act 1984 provided that:

a) the breach or alleged breach arises out of the business

b) the insurer will not be liable for:

i) any fines of whatsoever nature

ii) any costs or expenses which arise from a deliberate or intentional criminal act or omission of the person claiming indemnity.

It is a condition precedent to the liability of the insurer that the insured must advise the insurer in writing as soon as possible of:

1) any circumstances of which the insured or any employee become aware which are likely to give rise to a prosecution

2) the receipt by the insured or any employee of a notice of intended prosecution from any person.

GDPR impact on councillors. Members are reminded, and further details will be provided in the near future, that as a Parish Councillor you are required to conform to GDPR and this is the reason the parish office will try to limit personal data being sent to you. Currently you do not receive a lot of personal data from the parish office, outside of copies of CVs for applicants for casual vacancies, your councillor colleagues contact details etc. so it will not be a major problem for the office to manage the GDPR requirements. However, if you are contacted by a resident to take up an issue and they supply you with their telephone number or e-mail this is personal data. Please treat such information as sensitive and confidential and do not pass it on to anyone, including the parish office, unless you obtain the resident's permission first. If this is given then please when passing on the information state that permission was sought and obtained.

Item 15. Matters for Decision. Purpose of Item: Decision

15.1 Walderslade Woods.

Subject to conditions the planning application for 9 houses on Wildfell Close has been approved. The Council will now need to work with KCC concerning the legal issues, all of which will need to be signed off by the parish council. The Clerk was originally tasked to progress the project to the planning permission stage and this has been completed.

Members need to decide how the project will now be progressed. There are a number of options:

1. Parish Council to manage.
2. A committee (existing or new) to have devolved power to undertake the background work and make recommendations to the parish council.
3. A Working Group to be set up and reporting to [to be decided]. *Clerk's note: A working group could have a non-member of the council involved but currently a committee cannot, but this is subject to an item on this agenda.*

Item 17. Matters for Information. Purpose of Item: Information.

Informative. The draft minutes are produced below to allow councillors to advise on their accuracy, rather than leave until 2019.

Minutes of the Annual Meeting of the Parish held at Beechen Hall, Wildfell Close, Walderslade, on Monday 21 May 2018 commencing at 7.05pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke Mr Ivor Davies, Mr P Dengate, Mrs A Dickerson, Mr T Harwood, Mrs W Hinder, Mr D Hollands, Mr M Knight-Olds, Mrs K Macklin, Mr P Sullivan and Mrs M Waller together with the Clerk Mrs P Bowdery, Assistant Clerk Mrs M Fooks.

Visitors: Mr V Davies and Mr J Phipps (press)

1. ***Apologies for absence.***
Mrs P Brooks, Mr J Brooks, Mr R Burrows (WWG), County Councillor Paul Carter, Mr J Constable and Mr G Hayday.

The Chairman announced the passing of John Munson (former Parish Councillor and Chairman of Boxley Parish Council) and one-minute silence was held in his memory.

2. ***Minutes of 8 May 2017 meeting.***
The minutes were agreed and signed as a correct record.
3. ***Matters arising.***
There were none.
4. ***Boxley Parish Council Chairman's Report.***

The Chairman gave an overview of the work of the Parish Council during the past year. In this he thanked the Environment Committee, chaired by Wendy Hinder, for its sterling work, especially its continued efforts to deal with parking issues particularly in the South of the Parish. Councillors were thanked for their additional work attending planning meetings and public enquiries on behalf of the parish council and residents.

The Chairman commended the work of the Estates Committee in looking after Dove Hill Allotments, Weaving Diamond Jubilee orchard and this year it will take on the responsibility for Franklin Drive Open Space. He also thanked the Beechen Hall Extension Working Group for their hard work to ensure that the project to extend and refurbish Beechen Hall is a success; with no increase in the Precept. £90,000 of council reserves will be used and for the first time ever the parish council has applied for a Public Works Loan of £90,000 which will be repaid from the hall hire fees and so future hirers.

The Chairman acknowledged the work Maggie Smith who was caretaker to Beechen Hall who left this year after 20 years of service.

The Chairman thanked the Finance and General Purposes Committee which ensures the Parish Council works prudently and that it is able to support local organisations with grants, ranging from hundreds to thousands of pounds. The committee plays a vital role in ensuring that the parish council works in an open and accountable way and that by the use of policies and procedures residents can, by accessing the website and attending meetings, see this for themselves. It is from this professional approach that the parish council has managed its reserves and is now able to release money without increasing the precept which is still one of the lowest in Maidstone.

The Chairman gave special thanks to:

- All the volunteers and volunteer groups working within the parish for the benefit of residents.*
- The Clerk Pauline Bowdery was thanked for her litter picking work along Walderslade Woods.*
- Beechen Hall staff and*
- Cllr Ivor Davies for delivering the Downs Mail each month to residents in Walderslade.*

5. Financial Report.

Copies of the End of Year Income and Expenditure report and Balance Sheet were distributed for members.

Work had been completed on the End of Year Report for submission to the External Auditor and this would be presented to the Finance and General Purposes Committee on 21 May before being signed off by the Parish Council at its June meeting. Copies will then be made available on the website and from the parish office.

The Clerk reported that the Parish Council was about to enter its audit period where its books and paperwork were open for public inspection.

6. Reports From Local Organisations

Reports were received from:

Dove Hill Allotments – Chairman of Working Group Bob Hinder

Friends of Boxley Warren – Chairman Bob Hinder

Vinters Valley Trust – Chairman Vic Davies

Walderslade Woodlands Group – Ivor Davies

Grove Green Community Centre – Chairman Monty Knight-Olds

The Chairman presented Vic Davies with the KALC Community Award for his service to the community and his work as Chairman of Vinters Valley Nature Reserve.

7. **Questions.**

A resident asked if the Parish Council knew of the Road Closure on Provender Way and how long it was going to be closed. The Clerk confirmed that the Parish Council would contact KCC for an update on the situation and advise local residents via the Parish website, community alert and Facebook.

Cllr Wendy Hinder thanked Borough Councillor Derek Butler who retired this year for his 16 years of service.

8. *Date of next meeting.
To be advised.*

Meeting closed at 7.40 pm.

Item 20 Beechen Hall Extension and Toilet Refurbishment Project
--

Report from Cllr Vic Davies Chairman Estates Committee and Beechen Hall Extension Working Group.

At the Parish Council meeting of 21st May 2018 the members charged the BHEWG with bringing the cost of the meeting room/front door/toilet project to within a £180,000 (including VAT) budget by looking at possible savings and skimming. The Beechen Hall Extension Working Group (BHEWG) has been working with Kent Design Studio (KDS) and analysing the two preferred tenders and amending the work specifications to ensure that the project comes within the budget set by the parish council. Areas of savings have been identified by removing some of the less important aspects of the build such as downlighting on the footpath to the hall, a covered bike rack and some external surface materials and KDS is approaching the two companies about their quotations. Apart from one change the amendments do not compromise the main project. One identified saving is the replacement of the current front doors to the hall, now that new external doors are being put in place there is not such an urgent need and the current doors will be refurbished and monitored.

The next meeting of the BHEWG is 4 June and KDS will bring a report on the outcome of the negotiations, which not only cover cost but also work dates and queries on specifications. It is this report that will allow BHEWG to make a final recommendation to the parish council on 4 June. Due to various issues and taking the professional advice of KDS the shortlist for quotations was reduced to two and now a decision, which must be guided by cost and also the ability of the company to do the work within a strict time window, must be taken and it is this issue that will also be brought to the Parish Council. Arrangements to forward on the notes of the BHEWG meeting of 24 May to members will be made.

Item 8.1 Payments made out of meeting 14.05.18 - 29.05 18.

No payments were made from the following accounts:

- Santander Investment Bond
- Barclay's Bank
- Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council
- Lloyds Corporate Multipay Card

8.1.1 HSBC Payments

Date: 29/05/2018

Boxley Parish Council

Page 1

Time: 09:44

HSBC General Account

List of Payments made between 14/05/2018 and 29/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/05/2018	Opus Energy - Electricity	DD64142145	177.52		Electricity Bill - April
20/05/2018	OPUS Energy - gas	DD23282411	97.93		Gas Bill - April
Total Payments			275.45		

8.1.2 Unity Trust Bank Payments

Date: 29/05/2018

Boxley Parish Council

Page 1

Time: 09:45

Unity Trust Account

List of Payments made between 14/05/2018 and 29/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2018	Mrs P Bowdery	IMPREST 87	72.97		Miscellaneous
15/05/2018	Ryman Stationery	IMPREST 87	2.99	Mrs P Bowdery	Ink
15/05/2018	Asda	IMPREST 87	24.69	Mrs P Bowdery	Miscellaneous
15/05/2018	R O Babayemi	C277 BH	155.00		Hall Hire - Cancellation
16/05/2018	R Francis	C258BH	89.55		Returned Deposit - Cancelled H
22/05/2018	Mrs P Bowdery	22/5/PC01	2,181.73		Salary - May
22/05/2018	Mrs A Candy	22/05/PC03	582.46		Salary May
22/05/2018	Mr I Davies	22/05/PC06	34.33		Councillor Allowance May
22/05/2018	Mr V Davies	22/05/PC07	34.33		Councillor Allowance May
22/05/2018	Mr P Dengate	22/05/PC08	25.73		Councillor Allowance May
22/05/2018	Mrs M Fooks	22/05/PC02	1,316.30		Salary - May
22/05/2018	Mr T Harwood	22/05/PC09	34.33		Councillor Allowance May
22/05/2018	Mr R Hinder	22/05/PC10	42.87		Chairman's Allowance May
22/05/2018	Mrs W Hinder	22/05/PC11	34.33		Councillor Allowance May
22/05/2018	Mrs L Lake	22/05/PC04	60.00		Downs Mail Delivery May Editio
22/05/2018	Mrs K Macklin	22/05/PC12	42.93		Councillor Allowance May
22/05/2018	Mr B Douglas	22/05/BH05	543.68		Wages May
22/05/2018	Mr D Odell	22/05/BH02	312.97		Wages May
22/05/2018	Mr P Poon	22/05/PC05	32.24		Litterpicking WDJO
22/05/2018	Miss H Fooks	22/05/PC18	83.00		Downs Mail Delivery May Editio
22/05/2018	HMRC	577PW00105	1,506.15		PAYE
22/05/2018	EFT Receipts Ac	223.15	223.15		Pension Contributions
22/05/2018	Mrs M Fooks	DM DELIVER	25.00		Downs Mail Delivery - May
Total Payments			7,460.73		

8.13 Coop Payments

Date: 29/05/2018

Boxley Parish Council

Page 1

Time: 14:23

Co-Op General Account

List of Payments made between 14/05/2018 and 29/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2018	ICO	27746237	35.00		Data Protection Subscription
Total Payments			<u>35.00</u>		

Item 8.2 Receipts for the period 14.05.18 - 29.05 18

No receipts were received for the following accounts:

- Cooperative Bank
- Santander Investment Bond
- Barclays Bank Lloyds A
- Lloyds B
- Nationwide Beechen Hall
- Nationwide Parish Council
- Lloyds Corporate Multipay Card

8.2.1 HSBC Receipts.

29/05/2018		Boxley Parish Council				Page 1	
13:48		Cashbook 1				User: MF	
		HSBC General Account					
		Receipts received between 01/05/2018 and 29/05/2018					
		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 01/05/2018	118.50					
21	Woodger	118.50			1230	260	116.50 C282F Woodger 3/6/18
					1231	260	2.00 PL Insurance Woodger
	Banked: 01/05/2018	40.60					
22	Teenie Boppers	40.60			1235	260	40.60 R1983 Teenie Boppers
	Banked: 04/05/2018	429.14					
15	NGREA	44.04			1235	260	44.04 R1966 NGREA April
16	Movement as Therapy	94.85			1235	260	94.85 R1980 MAT May Invoice
22	Age Concern	290.25			1235	260	290.25 R1963 Age Concern April
	Banked: 04/05/2018	429.14					
15	NGREA	44.04			1235	260	44.04 R1966 NGREA April
16	Movement as Therapy	94.85			1235	260	94.85 MAT May Invoice
22	Age Concern	290.25			1235	260	290.25 R1963 Age Concern April
	Banked: 08/05/2018	38.05					
18	Butler	38.05			520		38.05 C235D Butler 1/7/18
	Banked: 08/05/2018	289.70					
20	Shoyemi	100.00			1230	260	100.00 C243 Shoyemi Late
21	Medway Leisure Stay & Play	189.70			1235	260	189.70 R1978 Medway Leisure
	Banked: 09/05/2018	46.40					
23	Shoyemi	46.40			1230	260	46.40 C243 ShoyemiLate
	Banked: 09/05/2018	50.40					
24	Shearer	50.40			520		-50.40 C255D Shearer 10/6/18
					1230	260	98.80 C255F Shearer 10/6/18
					1231	260	2.00 PL Insurance Shearer
	Banked: 09/05/2018	38.05					
25	Owen	38.05			520		38.05 C285D Owen 28/10/18
	Banked: 09/05/2018	310.50					
26	Yoga	310.50			1235	260	310.50 R1985 Yoga May Invoice
	Banked: 10/05/2018	56.58					
27	Olusola	56.58			520		-56.57 C247D Olusola 16/6/18
					1230	260	111.15 C247F Olusola 18/6/18
					1231	260	2.00 PL Insurance Olusola
	Banked: 15/05/2018	122.40					
28	Surtees	122.40			1230	260	120.40 C284F Surtees 27/5/18
					1231	260	2.00 PL Insurance Surtees
	Banked: 15/05/2018	162.35					
23	Karate	162.35			1235	260	162.35 R1975 Karate May Invoice
	Banked: 15/05/2018	25.00					
19	Kaur	25.00			1230	260	25.00 C178 Kaur 6/5/18 Extra
Subtotal Carried Forward:		2,156.81	0.00	0.00			2,156.81

8.2.2 UTB Receipts

29/05/2018		Boxley Parish Council				Page 1	
14:19		Cashbook 2				User: MF	
		Unity Trust Account					
		Receipts received between 01/05/2018 and 29/05/2018					
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 10/05/2018	1,267.38					
UB3976	HMRC	1,267.38			105		1,267.38 1st Qtr 18/19 VAT Rebate
	Banked: 11/05/2018	5,256.00					
Donation	Gallaghers Group	5,256.00			1130	130	5,256.00 Donation for Franklin
	Banked: 25/05/2018	6,622.85					
1429940	Maidstone Borough Council	6,622.85			1100	130	6,622.85 1st Instalment Parish
Total Receipts:		13,146.23	0.00	0.00			13,146.23

8.2 Account closing balances.

Item	Statement Date	BANK ACCOUNTS (closing balances at last statement)	
5.1.1	26.04.18	Coop General Account	£20,161.96
5.1.2	30.04.18	HSBC Beechen Hall	£29,273.52
5.1.3	30.04.18	Unity Trust Bank (UTB)	£93,410.61
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	19.04.18	Barclays Bank	£81,439.25
5.1.6	08.05.18	Lloyds A (matures 08/08/2018)	£51,051.44
5.1.7	31.01.18	Lloyds B (matures 26/07/2018)	£25,058.59
5.1.8	31.03.18	Nationwide Beechen Hall (£55,000 matures 4 June 2018, remainder stays in a 95 day saver account which rolls over)	£56,208.99
5.1.9	31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
		Total	£453,050.68