

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

**Councillors present:** C Sheppard (Chairman), B Hinder, I Davies, A Brindle, P Dengate and Mrs D Baylis (Clerk).

1. **Apologies and non-Attendance**  
Cllr V Davies sent apologies
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 C Sheppard, seconded by Cllr P Dengate and all agreed to move items 6.1, 6.3, 6.4 and 6.5 to the confidential section and exclude the press and public.

4. **Minutes of the meetings of 18 September 2023**

The minutes of the meeting were agreed with amendments.

The minutes were agreed and signed

- 5.1 **Matters Arising from the Minutes**

Minute 3773 Item 6. The Clerk was asked to call an urgent meeting of the Long Term Investment Working Group.

Minute 3374 Item 10. The Clerk was asked to send out an email with an end date for nominations for the KALC awards.

Minute 3374 Item 11. No new information had been received regarding the bench.

- 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**

The bank reconciliation issues were discussed.

- 6.2 **Bank Account Totals**

Noted.

- 6.3 **Financial Reports**

Queries were raised on items under 9000 codes.

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9006 2270 £250 wrongly coded against an EMR should just be 2270 under cost centre 250

9005 Vinters Valley Park Trust 2285 £7,000 should have been under cost centre 250 code 2285

9007 Walderslade Woodlands Group £1,036 wrongly coded against WWG EMR and should have been cost centre 250 code 2275

1200 Parish Services Scheme. Grant Income spend of £2,761.07 wrongly coded to 1200. Actual only 1 payment received of £4,920.86 on 16.6

Code 6040 renamed Remedial repairs

- 6.4 **Machine Repairs**

Item discussed and decided under Confidential Section

6.5 **Fencing quotations**

Item discussed and decided under Confidential Section

6.6 **Rural Regeneration Grant**

Item discussed and decided under Confidential Section

6.7 **Subscriptions – Annual Review**

It was agreed that the following should be added:

The National Allotment Association

Kent Chamber of Commerce

Website Hosting

100% of Northstar cost with split in brackets

Add software after Payroll Manager and Canva

6.8 **Appointment of Internal Auditor**

It was proposed by Cllr C Sheppard, seconded by Cllr P Dengate and all agreed to appoint Lionel Robbins as the Internal Auditor.

The Clerk was asked to obtain a quotation for a financial audit.

7. **Policies and Procedures for Review**

7.1 **Financial Regulations**

Deferred. Clerk to circulate Cllr I Davies suggested amendments to Councillors.

7.2 **IT Policy**

It was proposed by Cllr C Sheppard, seconded by Cllr B Hinder and all agreed that the It Policy be adopted with the suggested amendments.

8. **Matters for Information**

None received.

9. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 5 January 2024.

10. **Date of Next Meeting**

Monday 15 January 2024.

**CONFIDENTIAL SECTION**

11.1 Verbal report noted

11.2 Report noted

Meeting closed at 9.25 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....