



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**Clerk** Mrs Pauline Bowdery    **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Finance & General Purposes Committee** on **Monday 21 January 2019** at **Beechen Hall, Wildfell Close, Walderslade** commencing at 7:30pm when it is proposed to transact the following business:

**1. Apologies and non-attendance**

To receive apologies from members unable to attend.

**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 the Clerk.

**3. Minutes of the meetings of 13 and 20 November 2018**

To consider the minutes of the meetings (previously circulated) and if in order to sign as a true record.

**4. Matters Arising from the Minutes**

- 4.1 Minute 3184/4.3 Bank mandates. A verbal update on progress will be supplied at the meeting.
- 4.2 Minute 3184/4.4 Replacement of laptop. This work is still being investigated.
- 4.3 Minute 3184/6.2 Long Term Investments Working Group. Meeting to be arranged.
- 4.4 Minute 3185/7.2 Future proposals for parish office. Action: Cllrs Bob Hinder and Ivor Davies to formulate some proposals.
- 4.5 Minute 3185/8.3 Cyber Crime. Amendments to be made to the agreed draft. Action: Cllr Dengate and Clerk.
- 4.6 Minute 3185/9.3 M Drive replacement. Action Cllr Dengate investigating.
- 4.7 Minute 3185/11 Website. Parish office to identified what website providers other parishes use. Work outstanding.
- 4.8 Minute 3187/8 Outstanding projects. No further action taken on most of the projects identified at the November meeting owing to problems caused by Christmas and an unprecedented level of work received by the parish office.
- 4.9 Any other matters arising from the minutes, but not on the agenda.

### **Adjournment to enable members of the public to address the meeting.**

**5. Financial report.**

- 5.1 Reconciliation of accounts report (page 3).
  - 5.1.1 Cooperative Bank.
  - 5.1.2 HSBC Beechen Hall.
  - 5.1.3 Unity Trust Bank.
  - 5.1.4 Barclays Bank.
  - 5.1.5 Lloyds A.
  - 5.1.6 Lloyds B
  - 5.1.7 Nationwide Beechen Hall.
  - 5.1.8 Nationwide PC.

- 5.2 Income/Expenditure report as at 08.01.19. See report (pages 8-13).
- 5.3 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.
- 5.4 Independent Internal Audit Report. See report (pages 3-4)
6. **2019/2020 Draft Budget**  
To ratify the committee's recommendations made out of meeting to the Parish Council on its adoption and the budget and the precept to be set, details enclosed for members. A resolution along the lines of "***This committee agrees to recommend to the Parish Council that the draft budget be accepted and that a precept of £ xxx be set***" will then be considered.
7. **Investments**
  - 6.1 Investments report (pages 4-5).
8. **Personnel matters**
  - 8.1 TOIL, training, leave and sickness cover.
9. **Policies and Procedures: Reports and Reviews**
  - 9.1 Review the Policy and Procedures Calendar 2019/2020. See report (pages 5-6).
  - 9.2 Committee review of Financial Regulations. Due to work commitments and a review of Standing Orders being submitted to the January Parish Council meeting this item has been deferred to the next meeting.
10. **Contingency Fund and Budget adjustments**  
To consider requests for payments and adjustments. To consider Beechen Hall fire alarm upgrade. Report to be brought to the meeting.
11. **Grants**  
To consider a request for a grant from Citizens Advice Maidstone. See report (pages 7-8).
12. **Matters for Information**  
To note and receive information.
13. **Items for Next Agenda**  
Councillors' reports and requests for items to be included on the agenda to be submitted no later than 4 March 2019.
14. **Date of Next Meeting**  
Tuesday 12 March at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 14 January 2019

Issues to be returned to agenda as they develop: None.

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

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.

**Supporting agenda papers for the Meeting of the Finance & General Purposes  
Committee on Tuesday 15 January 2019**

**The Chairman will assume that these have been read prior to the meeting.**

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

**Item 5. Financial report.**

**Item 5.1. Reconciliation of accounts.** *Purpose of the report. To safeguard the parish council's funds and to ensure a robust method of maintaining the accounting system is in place. Periodic reconciliations are required, the Parish Council decides how many and when and the F&GPC undertakes these at each meeting.*

Clerk's note. To satisfy the audit regulations the parish council has to have policies and procedures in place to ensure it is managing risk and its financial affairs. The Council's risk assessment (put together by F&GPC) decided "*Cheque account statements are reconciled by the office on a monthly basis and as received for Investment Bonds. The F&GPC 'signs off' an all banks reconciliation at its bi-monthly meetings*".

For the information supplied below to be verified the Chairman will have the original supporting documents, including the latest bank statements.

**Account closing balances.**

| Item  | Statement Date | <b>BANK ACCOUNTS (closing balances at last statement)</b>                |                    |
|-------|----------------|--|--------------------|
| 5.1.1 | 31.12.18       | Coop General Account   | £52,625.05         |
| 5.1.2 | 01.01.19       | HSBC Beechen Hall  | £34,412.37         |
| 5.1.3 | 01.01.19       | Unity Trust Bank (UTB)   | £46,998.13         |
| 5.1.4 | 19.10.18       | Barclays Bank  | £79,085.33         |
| 5.1.5 | 08.11.18       | Lloyds A<br>(matures 08/02/2019)   | £51,208.53         |
| 5.1.6 | 26.10.18       | Lloyds B<br>(matures 26/01/2018)   | £25,130.94         |
| 5.1.7 | 04.06.18       | Nationwide Beechen Hall (95 day saver account which rolls over)          | £1,208.99          |
| 5.1.8 | 31.03.18       | Nationwide Parish Council<br>(now 95 day saver account which rolls over) | £20,249.78         |
|       |                | <b>Total</b>   | <b>£310,919.12</b> |

**5.4 Independent Internal Audit. Report**

I am pleased to report to Members of the Parish Council that I have carried out an interim internal audit of the Parish Council's records for 2018-19.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 28 November 2018.

**PREVIOUS AUDITS:**

The revised banking arrangements have now been in place for some months and have been reported to me as working well. I intend to look at bank deposits during my next visit.

The Council's external audit certificate on the 2017-18 accounts was reported to Council on 1 October 2018 with no comments made.

**NOTES FROM THIS VISIT:**

During the visit, I reviewed and tested the accounting records including the cashbook, bank statements and bank reconciliations. I also test checked payroll, read the minutes and discussed current developments with your officers.

In a couple of cases I found employee contracts of employment with references to gratuity schemes although such were stopped before either employee joined the Council. These contracts also need to be updated for pension provisions now in place.

With the completion of the Hall extension and taking out a loan from the Public Works Loans Board the Council will cross the threshold of £200k income/spend in 2018-19. Over time this will cause a change to Income and Expenditure accounting but more immediately it brings in the provisions of the Local Government Transparency Code 2015 (which is separate from the Transparency Code for Smaller Authorities).

There is nothing further that I wish to bring to the Council's attention.

**Lionel Robbins**  
Independent Internal Auditor  
05 December 2018

**Item 7. Investments**

**7.1 Investments.**

*Purpose of the report.* To safeguard the parish council's funds and to ensure a robust accounting procedure any investment transaction requires prior approval by the F&GPC.

To **ratify** the Clerk's decision, after consulting members, to reinvest Lloyds A and Lloyds B accounts for a further 3 months.

| Date           | <b>BANK ACCOUNTS chronological forecast of estimated likely available funds</b> |            |  |
|----------------|---|------------|--|
| <b>JANUARY</b> |   |            |  |
| 08             | Coop General Account  | £52,117.55 |  |

|                            |                                  |            |  |
|----------------------------|----------------------------------|------------|--|
| 08                         | HSBC Beechen Hall                | £34,844.54 |  |
| 08                         | Unity Trust Bank (UTB)           | £42,552.53 |  |
| 08                         | Barclays Bank                    | £79,085.33 |  |
| 26                         | Lloyds B<br>(matures 26.01.18)   | £25,189.19 | <b>Reinvest?</b>   |
| <b>FEBRUARY/<br/>MARCH</b> |                                  |            | <b>To prepare for expenditure to the end of the financial year transfers will be made from Barclays Bank and the Cooperative Bank to UTB</b> |
| <b>FEBRUARY</b>            |                                  |            |  |
| 8                          | Lloyds A<br>(matures 08/02/2019) | £51,324.70 | <b>Reinvest?</b>   |
| <b>95 day notice funds</b> |                                  |            |  |
| Wef 04.05.18               | Nationwide Beechen Hall          | 1,208      | <b>Recommend transferring £10,000.00 from HSBC to benefit from receiving interest</b>  |
| 31.03.18                   | Nationwide Parish Council        | 20,249     |  |

### **Item 9 Policies and Procedures: Reports and Reviews**

Review of Policy and Procedures Calendar 2019/2020.

#### **Finance and General Purposes Committee – Review of policies and procedures 2019 - 2020.**

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as "housekeeping". If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

|                    |  |  |
|--------------------|--|--|
| January            |  | Review of this document to allow adjustments.<br>Committee review of Financial Regulations.<br>• Review of banking arrangements.<br><b>E</b> Tender Opening Procedure  |
| <i>Office note</i> |  | <i>Review investment bonds to see what is expiring in next two months.<br/>Do a backup test – can Northstar reinstate records?<br/>Include trial balance in agenda</i> |

|             |  |  |
|-------------|--|--|
| March       | <b>H</b><br><b>H</b>   | <ul style="list-style-type: none"> <li>Insurance cover– annually review cover. Review best value for insurance company every 3 years (next due late 2018/early May 2017 as contract expires 31/05/17).</li> <li>Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?</li> </ul> <p>Chairman’s Pendant Procedure<br/>WWG Financial Issues</p>                          |
| Office note |  | <p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Arrange for agenda a review of earmarked reserves situation.</i></p> <p><i>Review fidelity amount to maximum holding.</i></p> <p><i>Request inventory of all volunteer equipment and then update inventory lists (insurance purposes)</i></p>   |
| May         | <b>H</b><br><b>H</b>   | <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Training and Statement of Intent.</li> <li>Petty Cash</li> <li>Payment of bills by Direct Debit and Standing Orders list</li> </ul>   |
| Office note |  | <p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Submit the final Summary of Receipts and Payments include +/- 10% explanation for members.</i></p> <p><i>Update Parish Cllr Allowance &amp; list of recipients on website</i></p>   |
| July        | <b>E</b><br><b>E</b><br><b>H</b>                                     | <ul style="list-style-type: none"> <li>Risk assessment –general</li> <li>Public use of computers</li> <li>Bullying and harassment</li> <li>Public internet access policy</li> </ul> <p>Review all committee and parish council training needs</p>  |
| Office note |  | <p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Arrange Clerk’s staff appraisal</i></p>   |
| September   | <b>O</b><br><b>O</b><br><b>E</b>                                     | <ul style="list-style-type: none"> <li>Grievance Procedure</li> <li>Disciplinary Procedure</li> <li>Annual health and safety and accident book review</li> <li>Alcohol and Drugs</li> <li>Grant for War Memorial Wreath</li> <li>Report back on Clerk’s staff appraisal</li> </ul>   |
| Office note |  | <p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Arrange for agenda item to review the projects being considered by committees.</i></p> <p><i>Include trial balance in agenda</i></p>  |
| November    | <b>H</b><br><b>E</b><br><b>O</b><br><b>H</b><br><b>E</b><br><b>H</b> | <ul style="list-style-type: none"> <li>Grants policy &amp; procedure.</li> <li>Review subscription list (with budget)</li> <li>Review Independent Internal Auditor 2018</li> <li>Investment Strategy (includes reserves policy)</li> <li>Electronic recording of Meetings of the Parish Council and its Committee</li> <li>Acceptable use of computer facilities, e-mail and the internet.</li> <li>Cyber Crime</li> </ul> |
| Office note |  | <p><i>Review investment bonds to see what is expiring in next two months</i></p> <p><i>Do Mel &amp; Angie’s staff appraisals</i></p>   |

Ref Policy/Review dates 15.01.19

**Item 11 Grants : Decision**

Members of F&GPC who receive electronic notifications will receive additional information relating to the work of the CAB within the "Ward" (as described below). It is likely that this refers to the area that is the Boxley and Bredhurst Borough Ward.

**Boxley Parish Council Grant Application Form.**

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail [clerk@boxleyparishcouncil.org.uk](mailto:clerk@boxleyparishcouncil.org.uk).

Application from

|                    |   |
|--------------------|---|
| Title/organisation | <b>Citizens Advice Maidstone</b>  |
| Contact details    | <b>Mr Bonny Malhotra<br/>Chief Executive Officer<br/>2 Bower Terrace<br/>Tonbridge Road<br/>Maidstone<br/>Kent ME16 8RY</b> |
| Telephone/email    | <b>01622 764265<br/>ceo@maidstonecab.org.uk</b>   |

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

**Citizens Advice Maidstone has a long and successful history of helping people know their rights and responsibilities. The Bureau was established as a registered charity in January 1940 in response to the displacement and destruction by the Second World War. We provide free, independent, confidential and impartial advice to anyone within Maidstone and its surrounding parishes and we know that your parishioners are extremely grateful for any advice received.**

**You may be interested in the enclosed statistics showing the number of clients seen resulting in the number of activities within your Ward for the period January – December 2018.**

**Citizens Advice Maidstone currently offers Outreach sessions at Marden, Headcorn and in Parkwood. We would like to continue these as well as investigate the need to establish more Outreach work where required.**

**By providing these sessions this additional funding can allow us to deliver our advice services for those people who find it difficult to visit the town, particularly as some parishes are very rural with limited public transport.**

**We are very aware that Parishes have restricted funding and therefore would gladly accept any donation towards our work.**

If applicable, registered charity reference number. **299055**

Have you included a copy of the last year end accounts? **YES/NO**

Are there any restrictions placed on who can use/access the services. **YES/NO**.  
Please supply details of any restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or the following (which is the Parish Council's equal opportunities statement) is signed as an acceptance of the principles.

**"No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity."**

Signed.....REDACTED..... date.....2<sup>nd</sup> January 2019.....

**Statement of understanding.**

**I have read and understood the Boxley Parish Council Grants Policy and Procedure**

**information. and if a grant is awarded the organisation agrees to abide by the conditions outlined.**

**Signed.....REDACTED.....date...2<sup>nd</sup> January 2019.....**

**Position in organisation.....Chief Executive Officer.....**

**Attached are statistics as mentioned above and a copy of our 2017/18 audited accounts.**

**Item 5.2 Income/Expenditure Report as at 8 January 2019: Information**

*Purpose of the report – The Parish Council is required by the Accounts and Audit Regulations 2015 to monitor its Expenditure against Income and Budget. The Parish Council has to ensure itself that the Responsible Financial Officer, acting on behalf of the Parish Council, has put in place arrangements for effective financial management, and has maintained an adequate system of internal control and risk management.*

**9 months into Financial Year = 75%**



## Detailed Income &amp; Expenditure by Budget Heading 08/01/2019

Month No: 9

Committee Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <b>Parish Council</b>                                  |                       |                        |                       |                          |                          |                    |              |
| <u>100 Parish Office</u>                               |                       |                        |                       |                          |                          |                    |              |
| 4000 Salaries  | 3,582                 | 32,064                 | 43,647                | 11,583                   |                          | 11,583             | 73.5%        |
| 4005 PAYE  | 1,148                 | 10,385                 | 13,828                | 3,443                    |                          | 3,443              | 75.1%        |
| 4010 Pensions  | 203                   | 1,687                  | 1,643                 | (44)                     |                          | (44)               | 102.7%       |
| 4020 Administration                                    | 56                    | 604                    | 640                   | 36                       |                          | 36                 | 94.3%        |
| 4021 Telecommunications & IT                           | 0                     | 1,046                  | 1,473                 | 427                      |                          | 427                | 71.0%        |
| 4025 Audit   | 0                     | 0                      | 612                   | 612                      |                          | 612                | 0.0%         |
| 4026 Bank/Credit Card Charges                          | 39                    | 136                    | 286                   | 150                      |                          | 150                | 47.4%        |
| 4030 Books and Publications                            | 0                     | 0                      | 30                    | 30                       |                          | 30                 | 0.0%         |
| 4035 Rates   | 62                    | 562                    | 637                   | 75                       |                          | 75                 | 88.2%        |
| 4040 Licences/Leases                                   | 96                    | 1,207                  | 1,632                 | 425                      |                          | 425                | 74.0%        |
| 4045 Subscriptions                                     | 247                   | 1,643                  | 1,720                 | 77                       |                          | 77                 | 95.5%        |
| 4050 Training/Conferences                              | 0                     | 180                    | 206                   | 26                       |                          | 26                 | 87.4%        |
| 4055 Travel-Staff                                      | 14                    | 317                    | 614                   | 297                      |                          | 297                | 51.7%        |
| 4210 Contingency Fund                                  | 0                     | 0                      | 30,000                | 30,000                   |                          | 30,000             | 0.0%         |
| Parish Office :- Indirect Expenditure                  | <b>5,448</b>          | <b>49,830</b>          | <b>96,968</b>         | <b>47,138</b>            | <b>0</b>                 | <b>47,138</b>      | <b>51.4%</b> |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(5,448)</b>        | <b>(49,830)</b>        |                       |                          |                          |                    |              |
| <u>110 General Parish Council</u>                      |                       |                        |                       |                          |                          |                    |              |
| 4100 Hire of Halls                                     | 50                    | 240                    | 392                   | 152                      |                          | 152                | 61.2%        |
| 4105 Insurance   | 0                     | 1,212                  | 1,814                 | 603                      |                          | 603                | 66.8%        |
| 4115 Publicity   | 1,881                 | 5,943                  | 8,573                 | 2,630                    |                          | 2,630              | 69.3%        |
| 4120 Website Admin                                     | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |
| 4130 Other   | 0                     | 0                      | 700                   | 700                      |                          | 700                | 0.0%         |
| General Parish Council :- Indirect Expenditure         | <b>1,931</b>          | <b>7,394</b>           | <b>12,479</b>         | <b>5,085</b>             | <b>0</b>                 | <b>5,085</b>       | <b>59.3%</b> |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(1,931)</b>        | <b>(7,394)</b>         |                       |                          |                          |                    |              |
| <u>120 Councillor &amp; Subsistence Allow</u>          |                       |                        |                       |                          |                          |                    |              |
| 4150 Chairman's Allowance Personal                     | 10                    | 79                     | 131                   | 52                       |                          | 52                 | 60.6%        |
| 4155 Chairman's Allowance Civic                        | 3                     | 73                     | 150                   | 77                       |                          | 77                 | 48.9%        |
| 4160 Councillor's Allowance/PAYE                       | 304                   | 2,750                  | 4,168                 | 1,418                    |                          | 1,418              | 66.0%        |
| 4165 Subsistence                                       | 0                     | 19                     | 100                   | 81                       |                          | 81                 | 18.8%        |
| Councillor & Subsistence Allow :- Indirect Expenditure | <b>318</b>            | <b>2,921</b>           | <b>4,549</b>          | <b>1,628</b>             | <b>0</b>                 | <b>1,628</b>       | <b>64.2%</b> |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(318)</b>          | <b>(2,921)</b>         |                       |                          |                          |                    |              |

## Detailed Income &amp; Expenditure by Budget Heading 08/01/2019

Month No: 9

## Committee Report

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| <b>130 Finance</b>                    |                       |                        |                       |                          |                          |                    |               |
| 1076 Precept                          | 0                     | 107,437                | 107,437               | 0                        |                          |                    | 100.0%        |
| 1077 PWLB Loan                        | 0                     | 89,969                 | 0                     | (89,969)                 |                          |                    | 0.0%          |
| 1090 Interest Received                | 0                     | 1,038                  | 909                   | (129)                    |                          |                    | 114.1%        |
| 1100 Parish Service Scheme            | 0                     | 13,876                 | 13,876                | 0                        |                          |                    | 100.0%        |
| 1130 Other                            | 0                     | 5,256                  | 0                     | (5,256)                  |                          |                    | 0.0%          |
| Finance :- Income                     | <b>0</b>              | <b>217,575</b>         | <b>122,222</b>        | <b>(95,353)</b>          |                          |                    | <b>178.0%</b> |
| 4205 Capital Schemes                  | (4,481)               | 163,646                | 180,000               | 16,354                   |                          | 16,354             | 90.9%         |
| 4210 Contingency Fund                 | 4,434                 | 11,268                 | 30,000                | 18,732                   |                          | 18,732             | 37.6%         |
| Finance :- Indirect Expenditure       | <b>(47)</b>           | <b>174,914</b>         | <b>210,000</b>        | <b>35,086</b>            | <b>0</b>                 | <b>35,086</b>      | <b>83.3%</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>47</b>             | <b>42,661</b>          |                       |                          |                          |                    |               |
| <b>150 Grants</b>                     |                       |                        |                       |                          |                          |                    |               |
| 4270 Other Grants                     | 0                     | 475                    | 1,500                 | 1,025                    |                          | 1,025              | 31.7%         |
| 4275 Walderslade Woods Group          | 0                     | 2,312                  | 5,333                 | 3,021                    |                          | 3,021              | 43.4%         |
| 4280 Village Hall Grants              | 0                     | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%          |
| 4285 Vinters Valley Park LNR          | 0                     | 1,333                  | 6,377                 | 5,044                    |                          | 5,044              | 20.9%         |
| 4290 Friends of Boxley Warren         | 0                     | 47                     | 586                   | 539                      |                          | 539                | 8.1%          |
| Grants :- Indirect Expenditure        | <b>0</b>              | <b>4,168</b>           | <b>15,296</b>         | <b>11,128</b>            | <b>0</b>                 | <b>11,128</b>      | <b>27.2%</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>0</b>              | <b>(4,168)</b>         |                       |                          |                          |                    |               |
| Parish Council :- Income              | <b>0</b>              | <b>217,575</b>         | <b>122,222</b>        | <b>(95,353)</b>          |                          |                    | <b>178.0%</b> |
| Expenditure                           | <b>7,650</b>          | <b>239,228</b>         | <b>339,292</b>        | <b>100,064</b>           | <b>0</b>                 | <b>100,064</b>     | <b>70.5%</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>(7,650)</b>        | <b>(21,653)</b>        |                       |                          |                          |                    |               |
| <b>Estates</b>                        |                       |                        |                       |                          |                          |                    |               |
| <b>220 Burial Ground</b>              |                       |                        |                       |                          |                          |                    |               |
| 1200 Burials                          | 0                     | 1,289                  | 1,250                 | (39)                     |                          |                    | 103.1%        |
| Burial Ground :- Income               | <b>0</b>              | <b>1,289</b>           | <b>1,250</b>          | <b>(39)</b>              |                          |                    | <b>103.1%</b> |
| 4045 Subscriptions                    | 0                     | 90                     | 92                    | 2                        |                          | 2                  | 97.8%         |
| 4420 Admin Fee                        | 0                     | 14                     | 250                   | 236                      |                          | 236                | 5.6%          |
| Burial Ground :- Indirect Expenditure | <b>0</b>              | <b>104</b>             | <b>342</b>            | <b>238</b>               | <b>0</b>                 | <b>238</b>         | <b>30.4%</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>0</b>              | <b>1,185</b>           |                       |                          |                          |                    |               |
| <b>230 Green Spaces</b>               |                       |                        |                       |                          |                          |                    |               |
| 4210 Contingency Fund                 | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |
| 4400 Maintenance                      | 32                    | 311                    | 2,000                 | 1,689                    |                          | 1,689              | 15.5%         |

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Detailed Income & Expenditure by Budget Heading 08/01/2019

Month No: 9

Committee Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 4450 Boxley Village Green                   | 0                     | 4,617                  | 4,617                 | 0                        |                          | 0                  | 100.0%       |
| 4451 War Memorial                           | 0                     | 1,069                  | 1,500                 | 431                      |                          | 431                | 71.3%        |
| 4460 WDJ Orchard                            | 0                     | 119                    | 1,015                 | 896                      |                          | 896                | 11.7%        |
| 4465 Franklin Drive OS                      | 0                     | 5,259                  | 6,256                 | 997                      |                          | 997                | 84.1%        |
| Green Spaces :- Indirect Expenditure        | <b>32</b>             | <b>11,375</b>          | <b>16,388</b>         | <b>5,013</b>             | <b>0</b>                 | <b>5,013</b>       | <b>69.4%</b> |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(32)</b>           | <b>(11,375)</b>        |                       |                          |                          |                    |              |
| <u>240</u> <u>Grounds Maintenance</u>       |                       |                        |                       |                          |                          |                    |              |
| 4500 Grounds Maintenance Contract           | 0                     | 4,602                  | 8,364                 | 3,762                    |                          | 3,762              | 55.0%        |
| 4505 Roundabout Maintenance                 | 0                     | 0                      | 413                   | 413                      |                          | 413                | 0.0%         |
| Grounds Maintenance :- Indirect Expenditure | <b>0</b>              | <b>4,602</b>           | <b>8,777</b>          | <b>4,175</b>             | <b>0</b>                 | <b>4,175</b>       | <b>52.4%</b> |
| <b>Movement to/(from) Gen Reserve</b>       | <b>0</b>              | <b>(4,602)</b>         |                       |                          |                          |                    |              |
| <u>250</u> <u>Street Furniture</u>          |                       |                        |                       |                          |                          |                    |              |
| 4550 Noticeboards                           | 0                     | 581                    | 2,000                 | 1,419                    |                          | 1,419              | 29.1%        |
| Street Furniture :- Indirect Expenditure    | <b>0</b>              | <b>581</b>             | <b>2,000</b>          | <b>1,419</b>             | <b>0</b>                 | <b>1,419</b>       | <b>29.1%</b> |
| <b>Movement to/(from) Gen Reserve</b>       | <b>0</b>              | <b>(581)</b>           |                       |                          |                          |                    |              |
| <u>260</u> <u>Beechen Hall</u>              |                       |                        |                       |                          |                          |                    |              |
| 1230 Hire Fees Casual                       | 1,161                 | 10,884                 | 12,570                | 1,686                    |                          |                    | 86.6%        |
| 1231 PL Insurance Income                    | 14                    | 128                    | 180                   | 52                       |                          |                    | 71.1%        |
| 1235 Hire Fees Regular                      | 2,883                 | 22,373                 | 26,600                | 4,227                    |                          |                    | 84.1%        |
| 1250 Wages - AEC                            | 0                     | 40                     | 400                   | 360                      |                          |                    | 10.0%        |
| Beechen Hall :- Income                      | <b>4,058</b>          | <b>33,425</b>          | <b>39,750</b>         | <b>6,325</b>             |                          |                    | <b>84.1%</b> |
| 4001 Wages                                  | 1,475                 | 13,036                 | 19,954                | 6,918                    |                          | 6,918              | 65.3%        |
| 4005 PAYE                                   | 354                   | 2,817                  | 2,580                 | (237)                    |                          | (237)              | 109.2%       |
| 4010 Pensions                               | 28                    | 230                    | 644                   | 414                      |                          | 414                | 35.7%        |
| 4020 Administration                         | 10                    | 148                    | 206                   | 58                       |                          | 58                 | 71.6%        |
| 4021 Telecommunications & IT                | 0                     | 277                    | 332                   | 55                       |                          | 55                 | 83.3%        |
| 4025 Audit                                  | 0                     | 0                      | 612                   | 612                      |                          | 612                | 0.0%         |
| 4035 Rates                                  | 146                   | 1,310                  | 1,555                 | 245                      |                          | 245                | 84.3%        |
| 4040 Licences/Leases                        | 0                     | 555                    | 1,072                 | 517                      |                          | 517                | 51.7%        |
| 4105 Insurance                              | 0                     | 873                    | 1,568                 | 695                      |                          | 695                | 55.7%        |
| 4210 Contingency Fund                       | 2,543                 | 2,665                  | 6,000                 | 3,335                    |                          | 3,335              | 44.4%        |
| 4605 CCTV/Alarms Maintenance                | 0                     | 941                    | 1,752                 | 811                      |                          | 811                | 53.7%        |
| 4610 Consumables                            | 146                   | 770                    | 941                   | 171                      |                          | 171                | 81.8%        |
| 4615 Electricity                            | 231                   | 1,584                  | 2,638                 | 1,054                    |                          | 1,054              | 60.0%        |
| 4620 Gas                                    | 178                   | 786                    | 1,418                 | 633                      |                          | 633                | 55.4%        |

Detailed Income & Expenditure by Budget Heading 08/01/2019

Month No: 9

Committee Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 4625 Water   | 0                     | 571                    | 1,024                 | 453                      |                          | 453                | 55.8%         |
| 4630 Electrical Safety                               | 0                     | 128                    | 422                   | 295                      |                          | 295                | 30.2%         |
| 4635 Fire Safety                                     | 0                     | 30                     | 100                   | 70                       |                          | 70                 | 30.0%         |
| 4640 Gas Maintenance                                 | 0                     | 0                      | 265                   | 265                      |                          | 265                | 0.0%          |
| 4645 Ground Maintenance                              | 0                     | 150                    | 528                   | 378                      |                          | 378                | 28.4%         |
| 4650 Hall Maintenance                                | 139                   | 1,649                  | 3,050                 | 1,401                    |                          | 1,401              | 54.1%         |
| 4655 Hall Marketing                                  | 329                   | 363                    | 400                   | 37                       |                          | 37                 | 90.7%         |
| 4660 Refuse Collections                              | 0                     | 1,350                  | 2,197                 | 847                      |                          | 847                | 61.4%         |
| 4720 Car Park Lights                                 | 707                   | (0)                    | 0                     | 0                        |                          | 0                  | 0.0%          |
| <b>Beechen Hall :- Indirect Expenditure</b>          | <b>6,286</b>          | <b>30,230</b>          | <b>49,258</b>         | <b>19,028</b>            | <b>0</b>                 | <b>19,028</b>      | <b>61.4%</b>  |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(2,228)</b>        | <b>3,195</b>           |                       |                          |                          |                    |               |
| <u>270 Beechen Hall projects</u>                     |                       |                        |                       |                          |                          |                    |               |
| 4705 Internal Decoration                             | 498                   | 738                    | 1,000                 | 262                      |                          | 262                | 73.8%         |
| 4710 External Decoration                             | 0                     | 322                    | 1,000                 | 678                      |                          | 678                | 32.2%         |
| 4717 Height Barrier                                  | 2,000                 | 2,000                  | 2,000                 | 0                        |                          | 0                  | 100.0%        |
| <b>Beechen Hall projects :- Indirect Expenditure</b> | <b>2,498</b>          | <b>3,060</b>           | <b>4,000</b>          | <b>940</b>               | <b>0</b>                 | <b>940</b>         | <b>76.5%</b>  |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(2,498)</b>        | <b>(3,060)</b>         |                       |                          |                          |                    |               |
| <u>280 Allotments</u>                                |                       |                        |                       |                          |                          |                    |               |
| 1280 Allotment Income                                | 0                     | 1,163                  | 1,072                 | (91)                     |                          |                    | 108.5%        |
| <b>Allotments :- Income</b>                          | <b>0</b>              | <b>1,163</b>           | <b>1,072</b>          | <b>(91)</b>              |                          |                    | <b>108.5%</b> |
| 4020 Administration                                  | 0                     | 0                      | 15                    | 15                       |                          | 15                 | 0.0%          |
| 4105 Insurance                                       | 0                     | 351                    | 364                   | 13                       |                          | 13                 | 96.3%         |
| 4400 Maintenance                                     | 130                   | 858                    | 2,940                 | 2,082                    |                          | 2,082              | 29.2%         |
| <b>Allotments :- Indirect Expenditure</b>            | <b>130</b>            | <b>1,208</b>           | <b>3,319</b>          | <b>2,111</b>             | <b>0</b>                 | <b>2,111</b>       | <b>36.4%</b>  |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(130)</b>          | <b>(45)</b>            |                       |                          |                          |                    |               |
| <b>Estates :- Income</b>                             | <b>4,058</b>          | <b>35,878</b>          | <b>42,072</b>         | <b>6,194</b>             |                          |                    | <b>85.3%</b>  |
| <b>Expenditure</b>                                   | <b>8,945</b>          | <b>51,161</b>          | <b>84,084</b>         | <b>32,923</b>            | <b>0</b>                 | <b>32,923</b>      | <b>60.8%</b>  |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(4,887)</b>        | <b>(15,283)</b>        |                       |                          |                          |                    |               |
| <b>Environment</b>                                   |                       |                        |                       |                          |                          |                    |               |
| <u>300 Environment</u>                               |                       |                        |                       |                          |                          |                    |               |
| 4802 Highway Projects                                | 0                     | 0                      | 40,000                | 40,000                   |                          | 40,000             | 0.0%          |
| <b>Environment :- Direct Expenditure</b>             | <b>0</b>              | <b>0</b>               | <b>40,000</b>         | <b>40,000</b>            | <b>0</b>                 | <b>40,000</b>      | <b>0.0%</b>   |
| 4800 Street Maintenance                              | 0                     | (888)                  | 15,000                | 15,888                   |                          | 15,888             | (5.9%)        |
| <b>Environment :- Indirect Expenditure</b>           | <b>0</b>              | <b>(888)</b>           | <b>15,000</b>         | <b>15,888</b>            | <b>0</b>                 | <b>15,888</b>      | <b>(5.9%)</b> |
| <b>Movement to/(from) Gen Reserve</b>                | <b>0</b>              | <b>888</b>             |                       |                          |                          |                    |               |

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## Detailed Income &amp; Expenditure by Budget Heading 08/01/2019

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Committee Report

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Environment :- Income                 | 0                     | 0                      | 0                     | 0                        |                          |                    | 0.0%    |
| Expenditure                           | 0                     | (888)                  | 55,000                | 55,888                   | 0                        | 55,888             | (1.6%)  |
| <b>Movement to/(from) Gen Reserve</b> | <u>0</u>              | <u>888</u>             |                       |                          |                          |                    |         |
| Grand Totals:- Income                 | 4,058                 | 253,453                | 164,294               | (89,159)                 |                          |                    | 154.3%  |
| Expenditure                           | 16,596                | 289,500                | 478,376               | 188,876                  | 0                        | 188,876            | 60.5%   |
| <b>Net Income over Expenditure</b>    | <u>(12,537)</u>       | <u>(36,048)</u>        | <u>(314,082)</u>      | <u>(278,034)</u>         |                          |                    |         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(12,537)</u>       | <u>(36,048)</u>        |                       |                          |                          |                    |         |