**Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Wednesday 4 September 2024** **at 6.30pm.**

**Councillors present:** A Brindle (Chairman), B Hinder, I Davies, C Sheppard, K Macklin, M Beckwith together with Mrs H Pearson (Assistant Clerk) and Cllrs A Adams and V Jones

|  |  |
| --- | --- |
| 1. | **Apologies and non-Attendance**  Councillor J Akehurst – Apology accepted. |
| 2. | **Declaration of Interests, Dispensations, Predetermination or Lobbying**  None. |
| 3. | **Motion to exclude the Press and Public from items in the Confidential Section.** |
|  | It was proposed by Cllr A Brindle and seconded by B Hinder to take item 13 from the F&GP Agenda and move all items to the upcoming Personnel Committee meeting. |
| 4. | **Minutes of the meetings of 18 March 2024**  The minutes of the meeting were agreed and signed. |
| 5.1 | **Matters Arising from the Minutes**  None. |
| 5.2 | **Any other matters arising from the minutes, but not on the agenda.**  None. |
| **As no members of the public were present the meeting was not adjourned.** | |
| 6. | **Financial Report** |
| 6.1 | **Bank Reconciliations**  *Noted that the Chairman had confirmed having seen the reconciliations.*  Barclay’s account: as there had been no response from the bank’s Chief Executive it was agreed to contact the Institute of Directors and, if no assistance is received from them, to then brief the local and/or national press. Proposed by Cllr I Davies seconded by Cllr A Brindle and agreed by all. |
| 6.2 | **Bank Account Totals**  Noted. |
| 6.3 | **Finance General**  Noted. |
| 6.4 | **Net Position by Cost Code**  It was proposed by Cllr C Sheppard, seconded by Cllr B Hinder and all agreed that the asset replacement EMR be used for the necessary repairs to the Dove Hill allotment road. This was an item on the following Estates Committee meeting. |
| 6.5 | **Net Position by Cost Centre**  Noted. |
| 6.6 | **Receipts and Payments 1 July 2024 to 23 August 2024**  Clerk to chase the request made to Unity Trust Bank for Cllr B Hinder and A Brindle to have access to the Beechen Hall account as signatories. |

|  |  |
| --- | --- |
| 6.7 | **Budget for Macmillan Coffee Morning**  It was proposed by Cllr K Macklin, seconded by Cllr C Sheppard and all agreed that a budget of £200.00 for the Macmillan coffee morning by set with any unsold items to be donated to Gillingham Street Angels.  It was proposed by Cllr A Brindle, seconded by K Macklin that the Macmillan Coffee morning advertisement be shared via Facebook to the Lordswood and Walderslade Community Group. |
| 6.8 | **Ratifications** |
|  | It was propose by Cllr K Macklin, seconded by Cllr A Brindle and all agreed that the decision made out of meeting be ratified. |
| 6.9 | **Parish Councillor Audit Form** |
|  | It was proposed by Cllr A Brindle, seconded by Cllr K Macklin and all agreed that the amended Councillor Audit form be used at the next Audit. |
| 7. | **Policies and Procedures for Review** |
| 7.1 | **Policies Relating to staff** |
|  | Noted. |
| 8. | **Grant for War Memorial Wreath** |
|  | It was proposed by Cllr I Davies, seconded by A Brindle and all agreed that a budget of £120 be set for the war memorial wreaths. This budget to include plants for the planter at Grove Green North in readiness for the winter. |
| 9. | **Accident Book Review** |
|  | Noted. |
| 10 | **Matters for Information.** |
|  | No matters for information. |
| 11 | **Items for Next Agenda** |
|  | None. |
| 12. | **Date of Next Meeting** |
|  | Wednesday 20 November 2024 at 6.30 pm . |
|  | **CONFIDENTIAL SECTION** |
| 13 | **Personnel** |
|  | Under item 3. It was agreed that the following items will be decided by the Personnel Committee at their next meeting. |
| 13.1 | **TOIL, training, sick leave and sickness cover** |
| 13.2 | **Review of Training needs** |
| 13.3 | **Christmas Discretionary Days** |

Meeting closed at 7.02 p.m.

Signed as a correct record of the proceedings.

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