

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU

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**Clerk:** Mrs Daniela Baylis

**Assistant Clerk:** Heidi Pearson

**Finance Assistant:** Nichola Carter

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

**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 **Wednesday 19 March 2025** at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU at **6.30pm**

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| **1.** | **Apologies and Non-Attendance** |
| **2.** | **Declaration of Interests, Dispensations, Predetermination or Lobbying.**  Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. |
| **3.** | **Motion to exclude the Press and Public from items in the Confidential Section** |
| **4.** | **Minutes of the meeting of 8 January 2025** (Pages 3-4)  To consider the minutes of the meeting and if in order sign as a true record. |
| **5.** | **Matters arising from the minutes** |
| 5.1 | None. |
| 5.2 | Any other matters arising from the minutes, but not on the agenda. |
| **Public Session at the discretion of the Chairman. Parishioners may address the meeting with regard to any item on the Agenda (time limited to 3 minutes per person). Items not on the Agenda must be submitted to the Clerk in advance of the meeting. Non-parishioners are only able to address the meeting at the invitation of the Chairman** | |
| **6.** | **Financial** |
| 6.1 | Bank Reconciliations (Verbal report to be given at the meeting) |
| 6.2 | Bank Account totals (Page 5) |
| 6.3 | Finance General (Page 5) |
| 6.4 | Net Position by Cost Centre (Page 5-9) |
| 6.5 | Regular payments review – deferred to May meeting |
| 6.6 | Subscriptions annual review (Page 9) |
| 6.7 | Insurance Annual review (Page 9) |
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| **7.** | **Policies and Procedure for Review** |
| 7.1 | Policies relating to staff (Page 9) |
| 7.2 | Finance and General Purposes Committee Terms of Reference (Page 9-11) – no change |
| 7.3 | Chairman’s Pendant Review (Page 11) – no change |
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| **8.** | **Matter for Information** |
|  | To receive information. |
| **9.** | **Items for Next Agenda** |
|  | Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 9 May 2025. |
| **10.** | **Date of Next Meeting** |
|  | 19 May 2025 at Beechen Hall |
| **CONFIDENTIAL SECTION** | |
| **11.** | **Personnel** |
| 11.1 | TOIL, training, leave and sickness cover. (Verbal report to be given at the meeting). |

Daniela Baylis

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Clerk to the Council. Date: 13 March 2025

**NOTE TO ALL COUNCILLORS:** you are welcome to attend committee meetings even if you are not a member of that committee but only committee members may vote. If you wish to speak on any particular item then please notify the Clerk 2 days in advance of the meeting.

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.