**Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Monday 20 May 2024** **at 6.30pm.**

**Councillors present:** A Brindle (Chairman), I Davies, C Sheppard, V Davies and Cllr K Macklin together with Mrs D Baylis (Clerk) and Mrs H Pearson (Assistant Clerk) and Cllr M Beckwith.

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| 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 all agreed to exclude the press and public from items in the Confidential Section. |
| 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.**  Cllr I Davies said that some Committees on the website were listed incorrectly as sub-committees. |
| **As no members of the public were present the meeting was not adjourned.** | |
| 6. | **Financial Report** |
| 6.1 | **Bank Reconciliations**  The Bank Reconciliations were signed up to the end of February. March would be signed once the year end was completed. |
| 6.2 | **Bank Account Totals**  Noted.  The Clerk gave a verbal update on the Barclays account. |
| 6.3 | **Finance General** |
|  | The Clerk reported that the issues with Nest pensions were nearly resolved and just required Exception Schedules to be created for each employee for the remaining months with issues. This would be done at the first available opportunity.  There has been no communication from HRMC about the origins of the refunded £379 so this would be entered as unexplained for the year end.  A meeting of the Long Term Investment Working Group would be called in the next 2 weeks. |
| 6.3 | **Regular Payments Review**  It was proposed by Cllr A Brindle, seconded by Cllr I Davies and all agreed to move this item into the confidential section as it mentions named staff and Councillors. |
| 7. | **Policies and Procedures for Review** |
| 7.1 | **Chairmans Pendant Procedure** |
|  | It was proposed by Cllr Brindle, seconded by Cllr C Sheppard and all agreed to adopt this procedure with the proposed amendment. |
| 8. | **Matters for Information** |
|  | None put forward at the meeting. |
| 9. | **Items for Next Agenda** |
|  | Noted. |
| 10. | **Date of Next Meeting**  Monday 1 July 2024. |
|  | **CONFIDENTAL SECTION** |
| 6.4 | **Regular Payments review** |
|  | All regular payments were reviewed and no changes made. |
| 12. | **Personnel** |
| 12.1 | **TOIL, Training, leave and sickness cover** |
|  | Verbal report noted  A meeting of the Personnel Committee would be called. |

Meeting closed at 7.05 p.m.

Signed as a correct record of the proceedings.

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