**Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Weavering Village Hall, Weavering Street, Weavering on Monday 1 July 2024** **at 6.30pm.**

**Councillors present:** A Brindle (Chairman), I Davies, B Hinder, M Beckwith and J Akehurst 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**Councillors C Sheppard and K Macklin – Apologies 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, seconded by Cllr B Hinder and all agreed to exclude the press and public from items in the Confidential Section. |
| 4. | **Minutes of the meetings of 20 May 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 raised.  |
| **As no members of the public were present the meeting was not adjourned.** |
| 6. | **Financial**  |
| 6.1 | **Bank Reconciliations**The Bank Reconciliations for April and May are ready to sign and Cllr Brindle would go to the parish office to do this.  |
| 6.2 | **Bank Account Totals**Noted.The Clerk gave a verbal update on the Barclays account.  |
| 6.3 | **Finance General** |
|  | The Clerk was asked to revise the Councillor Audit Form for inclusion on the next Agenda for decision.The Clerk was asked if Financial Procedures can be reviewed before Financial Regulations. |
| 6.4 | **Internal Auditors Report**The Internal Auditors report was considered. |
| 6.5 | **Balance Sheet 31/3/2024** |
|  | Report noted. |
| 6.6 | **Net Position by Cost Centre** |
|  | The Clerk was asked to provide the percentage spend against budget heading report on future Agenda’s.The Clerk was asked to circulate the year end budget figures. |
| 6.7 | **Receipts and Payments 1-24 June 2024** |
|  | Report noted. |
| 7. | **Policies relating to staff** |
| 7.1 | The Personnel Committee would bring these up to date.The Clerk was in the process of revising the Policy Schedule. |
| 7.2 | **Councillor and Staff ID Policy** |
|  | It was proposed by Cllr I Davies, seconded by Cllr A Brindle and all agreed that the Councillor and Staff ID Policy be adopted. |
| 8. | **Matters for Information** |
|  | Cllr Brindle had attended a Scribe webinar. |
| 9. | **Items for Next Agenda** |
|  | Noted. |
| 10. | **Date of Next Meeting**Monday 4 September 2024. |
|  | **CONFIDENTAL SECTION** |
| 11. | **Personnel** |
| 11.1 | **TOIL, Training, leave and sickness cover** |
|  | Verbal report noted. |

Meeting closed at 7.25 p.m.

Signed as a correct record of the proceedings.

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