**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…………………………………