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

**Councillors present:** A Brindle (Chairman), B Hinder, I Davies, M Beckwith and J Akehurst together with Mrs D Baylis (Clerk) and Mrs H Pearson (Assistant Clerk) and Cllr V Jones

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| 1. | **Apologies and non-Attendance**Councillors K Macklin and C Sheppard |
| 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 Cllr I Davies to exclude members of the public from all items in the confidential section.  |
| 4. | **Minutes of the meetings of 4 September 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**Cllr Brindle confirmed that she had reconciled the accounts up to and including September.  |
| 6.2 | **Bank Account Totals**Noted. |
| 6.3 | **Finance General**Following another visit to the Maidstone Barclays Branch by Cllrs Hinder, Brindle, I Davies and the Clerk the money had been returned in full at 5pm on the 20th November and the woodland enabling fund transferred into its account shortly after receipt.  |
| 6.4 | **Summary Report** The Clerk/Assistant Clerk were asked to provide monthly updates on hire income with a comparison to the previous year to check that the Public Works Loan amount was being covered by hire income. It was agreed to rename the ‘coffee morning’ code as community outreach.  |
| 6.5 | **Net Position by Cost Centre** Noted. |
| 6.6 | **Appointment of Internal Auditor**It was proposed by Cllr I Davies, seconded by Cllr J Akehurst and all agreed to re-appoint Lionel Robbins as the Internal Auditor. Cllr Brindle would attend the audit. |

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| 6.7 | **Budget**  |
|  | The draft budget was reviewed and amendments made. |
| 7. | **Policies and Procedures for Review** |
| 7.1 | **Policies Relating to staff**  |
|  | Noted.  |
| 7.2 | **IT Policy** |
|  | It was proposed by Cllr A Brindle, seconded by Cllr B Hinder and all agreed to adopt the IT Policy. |
| 10 | **Matters for Information.** |
|  | No matters for information.  |
| 11 | **Items for Next Agenda** |
|  | None.  |
| 12. | **Date of Next Meeting**  |
|  | Wednesday 8 January 2025 at 6.30 pm . |
|  | **CONFIDENTIAL SECTION** |
| 13 | **Personnel** |
| 13.1 | **TOIL, training, sick leave and sickness cover** |
|  | Verbal report given. |
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Meeting closed at 7.36 p.m.

Signed as a correct record of the proceedings.

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