



# Boxley

## PARISH COUNCIL

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

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

☎ 01634 861237

✉ [clerk@boxleyparishcouncil.org.uk](mailto:clerk@boxleyparishcouncil.org.uk)

**Clerk:** Mrs Daniela Baylis

**Assistant Clerk:** Heidi Pearson

**Finance Assistant:** Nichola Carter

## 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 **Monday 1 July 2024** at Weaving Village Hall, Weaving Street, Weaving, ME14 5JP at **6.30pm**

**1. Apologies and Non-Attendance**

To receive apologies from members unable to attend.

**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 20 May 2024**

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

**6.2** Bank Account totals

**6.3** Finance General

**6.4** Internal Auditor's Report

**6.5** Balance Sheet 31/3/2024

**6.6** Net Position by Cost Centre

**6.7** Receipts and Payments 1-24 June 2024

**7. Policies and Procedure for Review**

**7.1** Policies relating to staff

**7.2** Councillor and Staff ID Policy

**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 23 August 2024.

**11. Date of Next Meeting**

Wednesday 4 September at Beechen Hall

**CONFIDENTIAL SECTION**

**12. Personnel**

12.1 TOIL, training, leave and sickness cover. (Verbal report to be given at meeting).

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council.

Date: 24 June 2024

**Note to all councillors:** You are welcome to attend and speak at meetings of committees of which you are not a member but only committee members may vote.

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.