



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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It has not been possible, due to limitations on this website, to include some documents. Copies can be obtained by contacting the parish office. The parish council apologises for any inconvenience caused.

To all members of the Council, public and press

13 May 2013

There will be a meeting of the **Finance and General Purposes Committee** on **Tuesday 21 May 2013** at the Parish Office, Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

1. **Apologies and non-attendance.**

To receive apologies from members unable to attend.

2. **Declaration of Interest or Lobbying.**

Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

3. **Minutes of the meeting of 12 March 2013.**

To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).

4. **Matters Arising.**

None as all items are included in the main agenda.

To adjourn to enable members of the public to address the meeting.

5. **Financial report.**

- 5.1 Income/Expenditure report for year end 31 March 2013 (pages 7-9).
- 5.2 Income/Expenditure report as at 13 May 2013 attached (pages 10-12).
- 5.3 Reconciliation of accounts report for end April 2013 (page 13).
- 5.4 Investment Bonds: to consider reinvestment of the three month bond.
- 5.5 Minimum wage: see attached report (page 3).
- 5.6 PAYE real time reporting: see attached report (page 3).

6. **Contingency budget.**

To consider allocation of funds: see attached report (page 3).

7. **Earmarked Reserves**

To consider the earmarking of reserves for outstanding commitments and projects: see attached report (page 3-4).

8. **End of Years Accounts.**

To consider the enclosed report (pages 4-5) and to decide whether to make a recommendation to the parish council to adopt the completed return=

9. **Policy and procedures reviews.**

Parish councillor audit: to consider the revised format, copy enclosed for committee members and available to others on request.

10 **Personnel matters.**

10.1 TOIL and leave.

10.2 To consider the appointment of the temporary office assistant: see enclosed report (page 5).

11 Grant Requests.

Kent Scouts: See attached application (page 5-6)

12 Matters for Information.

None as yet received.

13 Date of Next Meeting.

Tuesday 9 July 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 30 June 2013.

Pauline Bowdery
Clerk to the Council.

Issues to be returned to agenda as they develop. July review of the BACS payment procedure.

Note to all councillors: you are welcome to attend meetings of committees of which you are not a member but only committee members can vote.

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 21 MAY 2013: ATTACHMENT TO AGENDA.

Members are reminded that the Chairman will assume that these papers have been read prior to the meeting.

Item 5. Financial report *Purpose of item - To consider the current reports and if necessary decide on what action needs to be taken.*

Item 5.4 Minimum Wage: The increase in the national minimum wage from 1 October 2013 will affect the pay of one current employee, resulting in a small increase in the budget spend of that particular committee.

Item 5.5 PAYE real time reporting. The Clerk confirms that the deadline for commencing monthly PAYE returns to HMRC in real time was met. No difficulties were experienced.

Item 6 Contingency budget *Purpose of item - To consider the current reports and if necessary decide on what action needs to be taken.*

Because a number of unforeseen issues have arisen since the adoption of its budget, the Estates Committee requests the following allocation of contingency funds:

- a) Yew tree, damage to listed wall and Beech tree, all at Boxley churchyard. An application for permission to fell the Yew tree has been submitted to MBC. As at the time of setting the budget the Estates Committee was investigating whether to merely prune branches and roots, no budget provision was made. It is likely to cost in the region of £400 to fell the tree. Repairs to the wall will be required but it is considered that a period of time may have to be left between the felling and repair to allow for any root shrinkage. It may be possible to cover the cost of repairing the wall from the general maintenance budget if not another request will be placed before the Finance Committee.
Beech Tree. This is an on-going situation however there is a health and safety need to remove two dead branches. The cost of this is covered in the quote for the Yew Tree.
- b) Replacement Cooker and Extraction Hood at Beechen Hall. The need to replace the cooker following its failure and to install an extractor fan was unexpected and meant that no budget provision was made. A request for a virement not exceeding £7,500 is therefore made. At the March F&GP Committee meeting the release of some contingency budget was agreed in principle.
- c) Defibrillator. The increased public use of Beechen Hall has highlighted the fact that there is no defibrillator and the Estates Committee is recommending the purchase of one. It has not been possible to include an exact cost for the unit and the additional supporting equipment. A cost will be supplied to the meeting but it is likely to be in the region of £1,400.
- d) Induction hearing loop. A budget of £300 was identified and two possible systems have been demonstrated to the working group. The cost for the system that is going to be recommended will be supplied to the meeting.

Item 7. Earmarked Reserves *Purpose of item; To consider the report and to decide on what action should be taken.*

Item 7 Earmarked Reserves: As prudent manager of its finances and to ensure adequate funding is available for outstanding financial commitments and long-term projects, the parish council earmarks specified reserves for these purposes. Having prepared the End of Year Accounts and, where necessary, made adjustments to the 2012/13 earmarked reserve schedule, the following draft is submitted for members to consider.

Earmarked Reserves as at 31 March 2013

Clerks/RFO comments

Land or Property Purchases	£35,000.00	*	Reserves of £60,000 were originally shown but the 2013/14 budget has allocated £35,000 for land acquisition and £25,000 for the allotments.
Parish poll/election/referendum	£15,000.00		
Wear & tear for hall equip.	£3,668.00	*	
Gratuities for staff	£10,000.00	*	Untouchable
Finance Committee Contingency Fund	£30,000.00		
Long Term Liability Fund Long term liabilities are Closed Churchyard at St Mary and All Saints, War Memorial and Beechen Hall.	£60,000.00	*	
Total Cash Reserve for the purposes of running the parish approx. 33% of basic running costs	£57,000.00		
Boxley Warren LHI application	£26,959.58		Project period 2011 - 2013. Original amount £48,963.96 + £1000 grant from BPC
Provender Way controlled crossing point	£28,652.00		BPC agreed to fund part of the costs for the installation (Feb 2012). Despite numerous requests KCC has failed to provide an invoice to allow payment to be made.
Speed reduction work on Boxley Rd/Beechen Bank Road	£3,199.00		BPC agreed to fund part of the costs for the installation (March 2012). Despite numerous requests KCC has failed to provide an invoice to allow payment to be made.
Walderslade Woods Group	£3,351.00		The Finance Committee has allowed the WWG to build up its reserves by earmarking any unspent grant. This sum is made up of £1,500 grant bought in by Cllr Springate for WWG and £1851 unspent grant for the 2012/13 financial year.

Sub total £272,829.58

* agreed that all items marked would have an annual increase of 3%

Item 8. End of Years Accounts. *Purpose of item; to be briefed on the current situation and to decide whether to make a recommendation to the parish council to adopt the return.*

The parish council is required to make a return and a copy of the relevant completed paperwork will be forwarded on to members after the Internal Auditors visit to the office on 15 May; a copy will be supplied to all councillors with the June Parish Council agenda; it can be supplied earlier on request.

It has been previously agreed that the Clerk (who is also the Responsible Financial Officer) will also provide a copy of the supporting notes to the end of year accounts to members. A copy of the relevant completed paperwork is enclosed for committee

members; a copy will be supplied to all councillors with the June Parish Council agenda; it can be supplied earlier on request.

Item 10. Personnel. *Purpose of item - To consider the report and make a decision on the request.*

10.2 Members, having recognised the need for more support in the office, agreed last year to a 6 month temporary position at 10 hours per week. An office assistant commenced work on 7 January 2013. A review of the office situation was to be made at this meeting to allow the appointment to be terminated, extended or for possibly made permanent.

Item 11. Grants *Purpose of item - To consider the application.*

Clerk's note: Due to the Data Protection Act certain information has been redacted from the submitted form.

Boxley Parish Council Grant Application Form.

Application from

Title/organisation	KENT SCOUTS
Contact details	REBECCA MARTIN Kent Scouts, Kent Scouts Activity Centre, Lower Grange Farm, Grange Lane, Sandling, Maidstone, ME14 3DA
Telephone/email	Rebecca Martin -

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

Kent Scouts are currently constructing a climbing barn at our centre located in Sandling. The climbing barn is the vision of young people.

The centre will enable able bodied and disabled people to climb alongside each other and inspire each other to greater heights as we shall have full facilities for para climbing, something that is not available elsewhere in the locality. The centre will also offer ice climbing, bouldering and abseiling giving climbers, both experienced and new to the sport the chance to have a go. The centre will be open to all young people, voluntary organisations and schools.

We are confident that as climbing is a growing sport usage will be high. Kent Scouts has almost 20,000 members ranging in age from the Beavers aged 6 to adult leaders. In addition to this we are confident that users for the climbing barn will come from the Maidstone District where there are 60 schools with an average of 400 per school. This gives us a target audience of 24,000 young people within easy access of the climbing barn. In addition to this there are a further 129 schools within a 10 mile radius of the climbing barn. Coupled with excellent road links to the M2 and M20 we are confident the centre is accessible to all.

We have raised £186,500 of the total cost of £220,000. We have recently received notification that Fidelity UK have pledged £17,000 if we can find funders to match it. This should enable us to complete the various elements of the project which as yet are unfunded: disabled toilet installation; teaching gallery and the lift to upper floor.

We are seeking funding of £2,000 from Boxley Parish Council to enable us to install the disabled toilet facilities – the total cost of which is £4,000 but with the match funding already in place we require £2,000 to ensure this element is included at the onset.

At our last census taken in January 2013 Kent Scouts have 19,599 members comprising 16,133 young people aged 6 – 25 years supported by 3,466 adults. A percentage of these live in Boxley Parish due to the Scouting provision within the area. We have two Scout Groups located in the Parish – St. Paul’s Scout Group and Grove Green Scout Group. St. Paul’s has 63 members and Grove Green 86 many of whom live in the parish. They are regular users of the Kent Scout activity centre at Lower Grange Farm and have expressed a keen interest in the climbing barn and the facilities it will offer once completed. We also have adult leaders who live in the parish and are active citizens within it i.e. Chairman and Vice Chairman of Sandling Residents Association. One leader who is also involved in the community life writes the weekly village news for Boxley and Sandling in the Kent Messenger. In addition to this we have several adult leaders and supporters who are resident in the parish of Boxley.

If applicable, registered charity reference number. 303471

Have you included a copy of the last year end accounts? YES The accounts for the year ended March 2012 are enclosed. We are currently in the process of finalising the accounts for year end March 2013.

Are there any restrictions placed on who can use/access the services. NO, the facility will be open to all young people and adults working with young people. Please supply details of any restrictions.

This application will not be accepted unless the organisations Equal Opportunities Policy of the organisation is attached or the following (which is the Parish Council’s equal opportunities statement) is signed as an acceptance of the principles. ATTACHED

“No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity.”

Signed _____ date 1ST May 2013

Statement of understanding.

I have read and understood the Boxley Parish Council Grants Policy and Procedure information. and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed date 1st May 2013

Position in organisation County Projects Manager