Boxley PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade,
Chatham, Kent ME5 9RU.
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✉ clerk@boxleyparishcouncil.org.uk
Clerk : Daniela Baylis
Acting Assistant Clerk : Michael Du-Lieu
Finance Assistant: Nichola Carter

A G E N D A

To All Members of the Council, Press and Public Members are hereby summoned, and notice is given that an extraordinary meeting of the Parish Council will be held on Monday 26th October at 6.30 pm at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU in accordance with Schedule 12 Paragraph 9.1 of the Local Government Act 1972 The Summons being issued by the Chairman of the Council on 20th October 2026

1. **Apologies and absences**

2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
   Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.

3. **Public Participation**

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.

4 **Decision as to whether to exclude the Press and Public from the meeting for item 5 under the Public Bodies (Admission to Public Bodies Act 1960)**

Confidential Section

5 **Staffing Matters**

I) **Appointment of Acting Assistant Clerk, Proper Officer and Responsible Financial Officer (RFO)**
II) **To consider and resolve to appoint an interim Acting Assistant Clerk, Proper Officer and Responsible Financial Officer (RFO) from the existing staff pool.**
III) **To consider and approve any temporary variation in the contract of employment including hours, duties, and renumeration for "Acting up"**
IV) **To consider the appointment of a Locum Clerk/Assistant Clerk**

Note after the vote on item 5 the public will be invited back into the meeting.

6. **Bank Mandates and Authorise Signatories. To Consider and to resolve to appoint further authorised signatories onto the Council's bank mandate and to authorise the submission of the necessary paperwork to the Council's banking provider.**

7. **Digital Communications and Media Access To consider and resolve the temporary access to and the uploading of materials to the Council's Social Media Channels and official website page.**

Clive English
Chairman of the Council 20th October2026

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes. 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.