

Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Wednesday 19 March 2025 at 6.30pm.

Councillors present: A Brindle (Chairman), I Davies, M Beckwith and J Akehurst together with Mrs D Baylis (Clerk)

1. **Apologies and non-Attendance**
Councillors B Hinder and P Mclean
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 I Davis and seconded by Cllr A Brindle to exclude members of the public from all items in the confidential section.

4. **Minutes of the meetings of 8 January 2025**
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**
The Clerk said that bank reconciliations were done up to February. Cllr Brindle would be signing these off soon.
 - 6.2 **Bank Account Totals**
Noted.
 - 6.3 **Finance General**
It was agreed that a meeting of the Long Term Investment Group should be held soon but agreed to wait until the newly elected Councillors had joined the Committee.
It was proposed by Cllr A Brindle, seconded by Cllr J Akehurst and all agreed that Cllr Beckwith be appointed to the Personnel Committee.
 - 6.4 **Net Position by Cost Centre**
Noted.
 - 6.5 **Regular Payments Review**
This was deferred to the July meeting.
 - 6.6 **Subscriptions annual review**
The subscriptions were reviewed and it was agreed to make no changes. The Clerk was asked to get a cost for SLCC membership for the Assistant Clerk.
 - 6.7 **Insurance Annual Review**
This would be looked at in May when a renewal price was available. Cllr Beckwith asked for a copy of the insurance policy.

7. Policies and Procedures for Review

7.1 Policies Relating to staff

The Clerk would print off copies of all current policies together with the draft employee handbook for members of the Personnel Committee's Tuesday meetings.

7.2 Finance and General Purposes Committee Terms of Reference

It was proposed by Cllr A Brindle, seconded by Cllr I Davies and all agreed to put forward the TOR' to full Council with the proposed changes.

7.3 Chairman's Pendant Procedure

The Clerk was asked to confirm the value of the Chairmans Pendant. The Clerk was also asked to check the proposed removal of paragraph 2 with the current Chairman to ensure the actual procedure followed was on the policy.

10 Matters for Information.

No matters for information.

11 Items for Next Agenda

Already covered.

12. Date of Next Meeting

Wednesday 19 May 2025 at 6.00 pm .

CONFIDENTIAL SECTION

13 Personnel

13.1 TOIL, training, sick leave and sickness cover

It was agreed that office staff could carry forward up to 5 holiday days to be used by the end of June 2025.

Meeting closed at 7.32 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....