



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.gov.uk

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Clerk: 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 Members are hereby summoned, and notice is given that a meeting of the Parish Council will be held on 5 October 2026 at Sandling Village Hall, Sandling Lane, ME14 3EF at 6.30pm.

1. Apologies and absences

To receive apologies for 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. Motion to exclude the press and public from the meeting for all items in the Confidential Section

4. Minutes of the Parish Council Meeting 6 July and 7 September 2026

To consider the minutes and if in order sign as a true record (Page 3-11).

5. Matters Arising from the Minutes (Page 11-12)

6. Councillor Co-Option (Page 12-14)

Applications will be made available to Councillors by email in advance of the meeting, and on the day of the meeting in paper form if not received previously.

7. Committees (Page 14)

7.1 Membership

8. Crime Report and Police Issues

See report (Page 15).

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.

9. Finance

10.1 Bank Statements Woodland Accounts (Page 15-17)

10.2 Bank Statements Parish Council Accounts (Page 18-20)

10.3 Bank Statements Beechen Hall (Page 21-23)

10.4 Fidelity Guarantee (Page 24)

10. Policies and Procedures

11.1 Review of Standing Orders (Page 24 and separate attachment)

11.2 Grants Policy – no change (Page 24-28)

11.3 Grant Application Form – no change (Page 28-30)

11.4 Mental Health and Wellbeing Policy (Page 30-32)

11.5 Authorised Vehicle User Agreement and Vehicle Check list (Page 32-35)

11.6 Complaints Policy – amended (Page 36-40)

11.7 Whistleblowing Policy – new (Page 40-46)

11. Reports from Boxley Parish Councillors/Office

- 11.1 Office Staff Report (Page 51)
- 11.2 Councillor's Reports Please advise if you have reports to make.
- 11.3 Borough Councillor Reports on Maidstone Borough Council items that directly affect Boxley Parish
- 11.4 Kent County Councillor Report
- 11.5 KALC representatives
- 11.6 Grove Green Community Hall Representative
- 11.7 Sandling Village Hall Representative
- 11.8 Vinters Valley Nature Reserve Representative
- 11.9 Any other reports

12. Sandling (Page 52)

13. Cluster Meetings (Page 52)

14. Community Resilience Planning (Page 52)

15. Boxley Parish Council - Five Year Plan (Page 52)

16. Representation at Medway Local Plan's Review Hearing (Page 52)

17. Website Migration and Teec update

18. Matters for Decision

19. Draft KALC Award protocol and nomination form (page 52-57)

20. Correspondence (Page 57)
To consider any received

21. Matters for Information

22. Items for Next Agenda
Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 22 October 2026.

23. Meetings
Next Meeting Monday 2 November 2026 at Beechen Hall at 6.30pm.

CONFIDENTIAL SECTION

24. Personnel Matters
28.6 Report from Personnel Committee (Page 73)

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 30 September 2026

In accordance with policy the meeting should close no later than 8.30 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.

Supporting agenda papers for the Parish Council Meeting 5 October 2026
The Chairman will assume that these have been read prior to the meeting.

Councillors wishing to suggest changes including corrections to any policy or procedure document in this agenda should notify the office, in writing, at least three working days in advance of the meeting to allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 4. Minutes of the Meeting held on 6 July 2026

Minutes of the Boxley Parish Council Meeting held at Beechen Hall on the 6 July 2026 at 6.30pm

Councillors Present: C English (Chair), A Adams, V Jones, V Kellaway, I Davies, R Dines, J Akehurst, A Brindle, P Sullivan, S Thompson and N Zand (from item 6) together with Mrs D Baylis – Parish Clerk and 1 member of the public

25. Apologies and absences

Cllr Sampangi

26. Declaration of Interests, Dispensations, Predetermination or Lobbying

None declared.

27. Motion to exclude the press and public from the meeting for all items in the confidential section.

It was proposed by Cllr English, seconded by Cllr Kellaway and all agreed that members of the public be excluded from all items in the confidential Section. Item 10.4 was moved to the confidential section.

28. Minutes of the Parish Council Meeting 8 June 2026

The minutes were agreed and signed with one amendment to show Cllr Kellaway was absent.

29. Matters Arising From the Minutes

Noted.

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.

30. Co-option of New Councillors to fill 2 vacancies

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to Co-opt Rosemary Buchanan as a Councillor for the Grove Green Ward of Boxley Parish Council. She duly signed her Declaration of Acceptance of Office and took her place as a member of the Council.

ACTION POINT 1: Clerk to send off all required forms to MBC once completed.

31. Committee Membership

Cllr Buchanan asked to join the Estates Committee and this was agreed.

ACTION POINT 2: Office to amend Committee membership list and recirculate.

32. Crime Report and Police Issues.

Noted.

33. Draft Minutes of Recent Committee Meetings

9.1 Environment Committee meeting 11 May and 15 June 2026

Noted.

9.3 Estates Committee 18 May 2026

Noted.

34. Finance

10.1 Bank Statements Woodland Accounts

Noted.

- 10.2 **Bank Statements Parish Council Accounts**
Noted.
- 10.3 **Bank Statements Beechen Hall Accounts**
Noted.
- 10.4 **Motion from Cllr Jones for an early Internal Audit**
This was moved to the confidential section.
35. **Policies and Procedures**
None on this Agenda. Cllr English said that there were only minor amendments to the Appraisal Policy and this would be on the next Agenda.
36. **Reports from Boxley Parish Councillors/Office**
- 12.1 **Office Staff Report**
Report noted. The Clerk reported that as the office had no access to drinking water if the hall and Acorn room were in use she was ensuring that bottled water was available for staff.
- 12.2 **Councillors Reports**
None put forward.
- 12.3 **Borough Councillor Reports**
Cllr Jones reported that she had attended the Lidsing Consultation held at Bredhurst and briefly attended the one at Beechen Hall. In the SPD she and Cllr Thompson had got the width of the green bridge extended. The applicant was of the opinion that this was advisory.
Cllr Thompson said that the number of residents attending the consultations was impressive.
Cllr Jones said that she had received 3 phone calls from concerned residents when the Active Travel Team's upgrade of the shared path in Sandling temporarily closed access from Tollgate for residents. She had called Spencer Dixon who sent out an inspector and the situation was resolved. Cllr Jones had also raised residents' concerns regarding oil spillages from machinery with KCC.
- 12.4 **Kent County Councillor Report**
No report made.
- 12.5 **KALC Representative**
Cllr Davies reported on the recent Annual General meeting held on the 29th June 2026. Geraldine Brown had been elected as Chairman, Peter Couling had been elected Vice-Chairman.
The Clerk was asked to contact Mark Green at MBC about asset transfer.
The Maidstone Joint Transport Board Meeting had been cancelled.
The Committee have submitted questions to MBC regarding the Gypsy and Traveller DPD. Cllr English said that this has been withdrawn by MBC.
The majority of parishes had favoured keeping the elections in 2028 and 2032. It was proposed by Cllr Jones, seconded by Cllr Sullivan and all agreed that Cllr English should approach KALC and ask for numbers as 'majority in favour' did not give enough information. Cllr English explained that there is no legal way that Parish Election can be held in 2028 and, if they were costs would fall to Parish Councils. The Clerk was asked to share the email she had sent to KALC giving BPC's response.
The Highway Improvement Plans were thought to be working well although there was some confusion over how often they could be submitted. KCC would usually do the top 5 on the list. The HIP could be submitted as many times as wanted.
Parking on footways was now illegal but there were not enough enforcement officers in rural locations. Cllr English clarified that KCC had not yet adopted the legislation yet and as they were the highways authority, until they did MBC could not carry out any enforcement. He was also looking at whether MBC could employ more enforcement officers.
ACTION POINT 3: Clerk to contact Mark Green, MBC re asset transfers
ACTION POINT 4: Cllr English to approach the KALC Area Committee and ask for numbers as 'majority in favour' did not give enough information.
ACTION POINT 5: Clerk to circulate the email sent to KALC giving BPC's response regarding elections to Councillors.
- 12.6 **Grove Green Community Hall Representative**
No report made.
- 12.7 **Sandling Village Hall Representative**
The new chairs had been purchased with the grant received from BPC.

12.8 **Vinters Valley Nature Reserve Representative**

Cllr Brindle reported that there had been a trustees meeting the previous week that she had not been able to attend. She had asked for an update from the Chair but it had not been received in time for this meeting.

The Big Day Out events had been very well attended. The pond dipping and teddy bears picnic and tree talks were very popular.

The annual reserve walk round review was taking place on Saturday 11 July.

12.9 **Any other reports**

None made.

37. **Sandling**

KCC had issued notices of the works for the shared cycle path but they had not detailed the road closures which had caused some very negative comments on Facebook and upset for residents. The works looked very good. Someone had turned the no entry sign the wrong way round. A resident had turned it back the right way and tightened the bolts and it has not moved since. Cllrs Akehurst and Kellaway had visited a vulnerable resident. The want to replace a back fence that had been pushed down by vegetation on neighbouring land. The landowner lives in Faversham and is not likely to carry out the necessary maintenance on the land. Cllr English said that this was a civil matter and there was not much the Parish Council could do. The Clerk was asked to contact Martyn Jeynes to see if any assistance was possible.

Cllrs Akehurst and Kellaway had also visited a resident who was having problems with the cars parking by the Harvester. They were completely obscuring his visibility when exiting his drive and creating a danger. The resident said that they parked up on the road and were then picked up by a white van. This has been going on for 6 months. The Clerk was asked to arrange a site visit with Emily Rogers and Spencer Dixon of KCC.

ACTION POINT 6: Clerk to contact Martyn Jeynes to see if any assistance was possible.

ACTION POINT 7: Clerk to arrange a site visit with Emily Rogers and Spencer Dixon of KCC

38. **Lidsing**

Cllr Dines said that the plans were as expected. There were still concerns about the deliverability of the Junction 4 of the M2 connection.

39. **Cluster Meetings**

Cllr Thompson said that a meeting had been held. He has seen Inspector Steve Kent twice in 6 months. There has been another change in administration and Community Beat officers, Ben Cox and Neil Denny would no longer be providing regular updates.

There was still a big push to encourage residents to use My Community Voice.

There was a concentration on tackling Waste, Car and Antisocial Behaviour crimes.

Cllr Thompson thought it would be good to encourage parents to keep tabs on older children.

The Clerk was asked to circulate the Community Beat Officers contact details to Councillors.

Cllr Jones said that regular speed watch session provided data to support police coming out to carry out speed checks.

ACTION POINT 8: Clerk to circulate the Community Beat Officers contact details to Councillors.

40. **Community Resilience Planning**

Cllr Thompson said that an inaugural meeting of the communications working group was needed. The first thing was to get in touch with residents. Leaflets through doors had little effect on residents. At the recent presentation from the Heart of Kent Hospice they were promoting their compassionate friends scheme and he should that a similar idea could be used to communicate with residents. BPC should also support and promote the Heart of Kent Hospice scheme.

Cllrs Kellaway and Zand would join the communications working group.

ACTION POINT 9: Clerk to arrange an inaugural meeting of the communications working group

ACTION POINT 10: Clerk to add Cllrs Kellaway and Zand to the Communications working Group.

41. **Maidstone's Big Day Out**

Cllr English reported that apart from one negative incident the Big Day Out had been a great success. Cllr Kellaway said that the Sandling walk had been very good and raised £55.31 which was donated to Kent Wildlife Trust. She would chase the walk leader to send in his invoice for £50..

Cllr English proposed that a letter of thanks be sent to MBC Cllr Richard Conyard for organising the event and this was agreed by all.

ACTION POINT 11: Clerk to send a letter of thanks to Cllr Richard Conyard at MBC.

ACTION POINT 12: Cllr Kellaway to obtain invoice from walk leader and forward to the office for payment.

42. **Woodland Management Committee**

Cllr Jones said that Neil Coombs needed to be contacted to carry out an equipment audit. The Clerk reported that 6 volunteers had passed the Brush cutter and strimmer course. It was proposed by Cllr English, seconded by Cllr Davies and all agreed to donate the 2 wheeled tractor and its attachments to Vinters Valley Nature reserve if they would like it as it was not fit for purpose by the woodland volunteer group. Cllr English explained an appropriate and legal replacement tractor has been sourced from a local dealer. The Clerk confirmed she had viewed it with volunteer Rob Burrows. It is second hand; the cost is £15,156 including VAT and comes with a new 1 tonne tipping trailer and a medium duty flail. The Clerk confirmed that the roll bars are collapsible, the machine has been measured, and it will fit in the existing container. The Clerk is obtaining insurance quotes and has been quoted between £250 to £350 but, until the vehicle has been purchased, precise insurance quotes cannot be obtained. The cost of the machine and insurance will be covered by money from the Woodland Volunteers' ear marked reserve. The attachments will be listed on the 'all risk' section of our existing policy. The tractor will be added to the vehicle policy. It was proposed by Cllr Thompson, seconded by Cllr English to delegate responsibility to the Clerk for the proposed new equipment following consultation with Councillors out of meeting. The Clerk was asked to obtain an opinion on the equipment from Neil Coombs and circulate it to Councillors. ACTION POINT 13: 2 wheeled tractor and its attachments to be offered to Vinters Valley Nature Reserve if they would like it. ACTION POINT 14: Clerk to obtain an opinion on the equipment from Neil Coombs and circulate to Councillors. If sufficient positive replies were received the Clerk would then purchase the equipment using the delegated powers granted.

43. **Boxley Parish Council 5 year Plan**

Report noted.

44. **Representation at the Medway Local Plan's Review Hearing**

A draft letter of engagement had been sent to Alex Shattock at Landmark Chambers for comment. Once finalised this would be sent to John Russell the traffic consultant to provide a quotation.

45. **Matters for Decision**

None on this Agenda.

46. **Correspondence**

None received.

47. **Matters for Information**

None put forward.

48. **Items for Next Agenda**

Appraisal Policy

Items for next Agenda to be submitted no later than the 27th August 2026.

ACTION POINT 16: Clerk to add Appraisal Policy to next meeting Agenda.

49. **Meetings**

The next meeting would be on 7 September 2026 at 6.30pm.

The Clerk left the meeting at 8.10

50. **Personnel Matters**

Meeting closed at pm.

Signed as a correct record of the proceedings.

Chairman Date

Item 4. Minutes of the Meeting held on 7 September 2026

Minutes of the Boxley Parish Council Meeting held at Weaving Village Hall, Weaving Street, Weaving, ME14 5JP on the 7 September 2026 at 6.30pm

Councillors Present: C English (Chair), A Brindle, V Jones, V Kellaway, I Davies, R Dines, J Akehurst, P Sullivan, S Thompson, R Buchanan (until 9.15) and N Zand and together with Mrs D Baylis – Parish Clerk and Nichola Carter – Finance Assistant

1. **Apologies and absences**
Cllrs Adams and Sampangi

2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.

3. **Motion to exclude the press and public from the meeting for all items in the confidential section.**
It was proposed by Cllr Thompson, seconded by Cllr Jones and all agreed that members of the public be excluded from all items in the confidential Section. It was agreed that the items remaining after items 28.1-28.4 were moved into the open session would be taken in the Confidential Session.

4. **Minutes of the Parish Council Meeting 6 July 2026**
The minutes were deferred to the next meeting. The Clerk was asked to add the tractor supplier.
ACTION POINT 1: Cllrs to look at Cllr Jones's comments on the July minutes and send their comments to the Clerk.
ACTION POINT 2: Clerk to amend minutes and put them on the next meeting Agenda.

5. **Matters Arising From the Minutes**
Deferred.

Public Session at the discretion of the Chair. 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 Chair.

No public session as no members of the public were present.

6. **Co-option of New Councillors to fill 2 vacancies**
The Candidate was not present so the co-option decision was deferred.

7. **Committee Membership**
It was proposed by Cllr Dines, seconded by I Davies and all agreed to elect Cllr Jones as Chair of the Woodland Committee.
ACTION POINT 3: Office to amend Committee membership list and recirculate.

8. **Crime Report and Police Issues.**
Noted.

9. **Draft Minutes of Recent Committee Meetings**
9.1 Environment Committee meeting 13 July and 10 August 2026
9.2 Long Term Investment Working Group 20 July 2026
9.3 Finance and General Purposes Committee 20 July 2026
9.4 Personnel Committee 17 August 2026 – not yet circulated
9.5 Parish Council ECM 17 August – not yet circulated
9.6 Estates Committee 17 August 2026 – not yet circulated

It was agreed that in future Agendas, only minutes that have been agreed by a Committee would be reported in this section.

10. **Finance**

10.1 **Bank Statements Woodland Accounts**

Cllr Jones queried 2 payments to Hoods for 6 invoices. The work had been authorised by Cllr English as acting Chair of the Woodland Committee.
The payment to Beyond Driving for a UTV driving course would be reported to the next Woodland Management Committee.
It was requested that the Clerk create a report on the Tractor purchase and circulate to all Councillors.
ACTION POINT 4: Beyond Driver course invoice to be added to the next Woodland Management Committee agenda

10.2 **Bank Statements Parish Council Accounts**
Noted.

10.3 **Bank Statements Beechen Hall Accounts** Noted.

10.4 **Matters Arising from the Internal Audit for Decision**

Tractor Purchase

It was noted on the audit report that Financial Regulations had been waived to avoid the need for 3 quotations as this was a second hand vehicle. The Clerk was asked to circulate the full audit trail for the purchase. The Clerk was asked to make the auditor aware that there is no formal minute of waiving the financial regulation FR 5.12 for the purchase.

ACTION POINT 5: Item 1 – Tractor Clerk to send to Cllrs the full audit trail relating to the purchase of the tractor: Email exchanges confirming the viewing of the vehicle/Email exchanges placing the order/Pro-forma invoice and invoice relating to the payment of the vehicle

ACTION POINT 6: Clerk to inform the auditor that FR 5.12 was not invoked and that there is no formal minute of waiving the financial regulation for the purchase

It was proposed by Cllr English, seconded by Cllr Thompson and all agreed to increase the Fidelity Guarantee with Ansvar to the maximum £500,000 with the increase in premium of £24.70 being deducted from the refund of £83.29 due. It was agreed to look for additional cover from another insurance provider.

ACTION POINT 7: Clerk to increase the Fidelity Guarantee with Ansvar and look for additional cover from other insurance providers.

The additional line has been added to the Councillors Declaration of Acceptance of Office.

The amendments to Standing Orders with the procurement limit of £30,000 has been made.

GDPR Training is needed for all Councillors and this needs to be arranged.

ACTION POINT 8: Clerk to arrange GDPR training for Councillors

Cllr Jones queried the use of Cllr English's MBC.gov email address. The Auditor had not raised this as an issue.

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to put all supporting papers on the website with the relevant Agenda.

ACTION POINT 9: Clerk to ensure supporting papers are published on the website with their Agendas.

It was proposed by Cllr English, seconded by Cllr Jones and all agreed to put draft minutes on the website once approved by the relevant PC or committee chair.

ACTION POINT 10: Clerk to ensure that draft minutes are published on the website once approved by the PC Chair or relevant Committee Chair.

It was proposed by Cllr Brindle, seconded by Cllr Thompson and all agreed that Cllr Brindle would meet with the Clerk and Finance Assistant to produce a plan of action on the suggestions for improvement made in the audit report.

ACTION POINT 11: Cllr Brindle to meet with the Clerk and Finance Assistant to produce a plan of action on suggestions for improvement made in the audit report.

10.5 **Historic Audit**

The Clerk was asked to circulate the invitation to Scribifest to all Councillors.

The Clerk was asked to circulate the emails from Kent Chamber of Commerce.

The Clerk was asked to circulate information on claiming VAT on grants.

ACTION POINT 12: Clerk to circulate the invitation to Scribifest to all Councillors

ACTION POINT 13: Clerk to provide full audit trail regarding the payment made to Kent Chamber of Commerce on 17th March 2026, including: Copies of invoices/All email correspondence/Payment details, including the authorisation process and who authorised it/Evidence of threatened legal action against Boxley PC./A written explanation to Cllrs as to why the payment in March was never presented to Full Council.

ACTION POINT 14: Clerk to circulate information on claiming VAT on grants and to seek advice from HMRC in line with the points raised by Cllr Jones.

11. **Policies and Procedures**

11.1 **Pandemic Safe Working Policy**

It was proposed by Cllr English, seconded by Cllr Thompson and all agreed to adopt the Pandemic Safe Working Policy.

ACTION POINT 15: Clerk to redate and publish the Policy.

11.2 **Community Engagement Policy**

It was proposed by Cllr Thompson, seconded by Cllr English and all agreed to adopt the Community Engagement Policy in its current format subject to review by the Communications Working group.

ACTION POINT 16: Clerk to redate and publish the Policy.

11.3 **Health and Safety Policy**

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to adopt the Health and Safety Policy with the amendments made.

ACTION POINT 17: Clerk to make the amendments, redate and publish the Policy.

11.4 Health and Safety Contractors and Visitors

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to adopt the Health and Safety Contractors and Visitors Policy with the amendments made.

ACTION POINT 18: Clerk to make the amendments, redate and publish the Policy.

11.5 Whole Council Risk Assessment.

It was proposed by Cllr English, seconded by Cllr Brindle and all agreed to adopt the whole Council Risk Assessment.

ACTION POINT 19: Clerk to redate and publish the Policy.

11.6 Statement of Internal Controls

It was proposed by Cllr Thompson, seconded by Cllr English and all agreed to adopt the Statement of Internal Controls with the amendments made.

ACTION POINT 20: Clerk to make the amendments, redate and publish the Policy.

11.7 Privacy Statement

It was proposed by Cllr Jones, seconded by Cllr Akehurst and all agreed to adopt the Privacy Statement.

ACTION POINT 21: Clerk to redate and publish the Policy.

11.8 Website Accessibility Statement

It was proposed by Cllr Jones, seconded by Cllr English and all agreed to adopt the Website Accessibility Statement.

ACTION POINT 22: Clerk to redate and publish the Policy.

28.1 Adoption of NALC Standard Contract for All future Staff employed by BPC

It was proposed by Cllr Jones, seconded by Cllr Thompson and all agreed that all future staff contracts would be the NALC standard contract.

28.2 Appraisal Policy

Deferred

28.3 Home and Hybrid Working Policy

It was proposed by Cllr Jones, seconded by Cllr English and all agreed to adopt the Home and Hybrid Working Policy.

28.4 Conflict of Interest Policy

It was proposed by Cllr English, seconded by Cllr Thompson and all agreed to adopt the Conflict of Interest Policy

12. **KALC Award Nominations**

No nominees put forward at this meeting. Cllr Thompson asked that a protocol be put forward. Clerk would create a draft for the next meeting.

ACTION POINT 23: Clerk to draft a protocol for the KALC Awards

13. **Reports from Boxley Parish Councillors/Office**

13.1 **Office Staff Report**

Report noted.

13.2 **Councillors Reports**

Cllr English said that the Local Government Reorganisation had been postponed and would likely run at least a year behind schedule.

13.3 **Borough Councillor Reports**

Cllr Jones reported that she had been contacted by a resident of Gleamingwood Drive regarding parking on the pavement. Cllr English said that a new parking services manager had just been appointed by MBC with a more pro-active approach so he was expecting more patrols to be carried out.

Cllr Thompson reported that Boxley Parish was top of the league in complaining about litter with 108 complaints made.

13.4 **Kent County Councillor Report**

No report made.

13.5 **KALC Representative**

No meeting held.

13.6 **Grove Green Community Hall Representative**

No report made.

13.7 **Sandling Village Hall Representative**

Cllrs Brindle and Akehurst were helping with a planning application to get a large new village hall

sign installed outside the hall.

13.8 Vinters Valley Nature Reserve Representative

Cllr Brindle reported that there was a trustees meeting that evening and that she would make a report at the next Parish Council meeting.

13.9 Any other reports

None made.

14. Sandling

There was no further progress on the change of the sign on the wooden fingerpost at the top of Old Chatham Road from a bridleway to a byway. The Clerk was advised to contact Graham Russling at KCC footpaths. There had also been a request to close the layby due to increasing amounts of litter and human waste. Tonbridge and Malling had been contacted but they would only clear 1m of the verge.

ACTION POINT 24: Clerk to contact Graham Russling

15. Cluster Meetings

Cllr Thompson said that no meetings had been held. Everyone who wanted to had been successful in contacting their beat officer.

16. Community Resilience Planning

Cllr Thompson said that this was of the highest priority. Parts of Maidstone Borough had been without water this year. The first step would be communication with residents. Residents would be asked for input to be sent to office staff regarding community resilience. Cllrs English and Thompson were submitting a motion to KALC for their annual meeting regarding lobbying about the recent disruptions to water supply with information coming back to Parish Councils. This motion was aimed at being put from the County Association to the National Association seeking a solution to water supply issues.

ACTION POINT 25: Cllrs English and Thompson to put the motion to KALC.

17. 26/502753/PIP Land Adjacent to Willow Farm, Boarley Lane, Sandling, ME14 3BU

It was agreed to hold a public meeting with residents of Sandling. Cllrs Akehurst and Kellaway would source suitable locations and dates and circulate to Councillors and Residents.

ACTION POINT 26: Cllrs Akehurst and Kellaway to source suitable locations and dates and circulate to Councillors and Residents.

18. Grant Applications

18.1 Kent Air Ambulance

It was proposed by Cllr Davies, seconded by Cllr Brindle and all agreed to grant the request £500 donation to the Air Ambulance charity Kent, Surrey Sussex

ACTION POINT 27: Clerk to notify the applicant and arrange for the payment of the grant.

19. Woodland Management Committee

Report noted.

20. Boxley Parish Council 5 year Plan

It was decided to form a working party to look at the document. The Working Party would consist of Cllrs Thompson, Dines, Kellaway, Zand and Jones.

ACTION POINT 28: Cllrs Thompson, Dines, Kellaway, Zand and Jones to arrange a meeting to look at the 5 year plan.

21. Representation at the Medway Local Plan's Review Hearing

Cllr Dines reported that the dates for the Stage 1 hearings had been set. He would be making a representation as a Medway resident. The officer did not think the BPC response to items in Stage 1 was enough to make a representation at the Stage 1 hearing which was on Policies.

For the 2nd stage Hearings the delegated group had engaged legal representation and a traffic consultant.

22. Matters for Decision

22.1 Request from a resident

It was decided that BPC would not be able to help with the cost of removing trees from the area of land owned by Crown Estates behind the properties in Sandstone Rise.

ACTION POINT 29: Clerk to notify the resident of the Parish Council's decision.

23. Correspondence

The KCC Safer Roads Officer has asked to use Beechen Hall to deliver a 'Mature Drivers and Passenger Course'. It was all agree to support the event and to offer the venue for free.
ACTION POINT 30: Assistant Clerk to inform the KCC officer.

24. **Matters for Information**

Cllr Jones asked for an update on the inaugural meeting of the Communications Working Group.

ACTION POINT 31: Clerk to arrange an inaugural meeting of the Communications Working Group

25. **Items for Next Agenda**

Website migration and Teec Update Cllr Jones asked for all policies to be sent to her without delay to allow migration to proceed.

Items for next Agenda to be submitted no later than the 24th September 2026.

ACTION POINT 32: Clerk to add Website migration and Teec update to next meeting Agenda and to arrange for all policies to be sent to Cllr Jones without delay.

26. **Meetings**

The next meeting would be on 5 October 2026 at 6.30pm.

CONFIDENTIAL SESSION

27. **Quotations**

It was decided to tape the damaged footpath off to prevent access. It was felt that even if the tape was broken this would suffice to protect the Council from any liability. The Clerk was asked to provide evidence of which companies had been approached for the quotations. This would then be placed on the Estates Agenda for the 28 September.

The quotation for the concrete around the WWG storage containers would be put on the next Woodland Management Committee Agenda on the 21 September. It was decided to take no action on blocking up the Acorn Room door unless noise issues arose again.

ACTION POINT 33: Quotations for broken footpath and concrete access ramps to storage containers to be added to the next Estates/Woodland Management Agendas.

28.5 Woodland Manager

It was proposed by Cllr English, seconded by Cllr Jones and all agreed to advertise the position with the wording and person specification put forward. Position to be advertised on the Website, Facebook, Noticeboards etc.

ACTION POINT 34: Clerk to advertise the position.

Clerk and Finance Assistant left the meeting at 9.30

28.6 Report from Personnel Committee

To be added

Meeting closed at 9.50 pm.

Signed as a correct record of the proceedings.

Chairman Date

Item 5. Matters Arising from the Minutes

ACTION POINT 1: Action completed.

ACTION POINT 2: Action completed.

ACTION POINT 3: Action Completed.

ACTION POINT 4: Action Completed.

ACTION POINT 5: Action Completed.

ACTION POINT 6: Action Completed.

ACTION POINT 7: See Agenda Item 10.4

ACTION POINT 8: Quotations being obtained

ACTION POINT 9: Action completed.

ACTION POINT 10: Action completed.

ACTION POINT 11: In progress.

ACTION POINT 13: Action completed.

ACTION POINT 14: In progress and action completed.

ACTION POINT 15: Action completed.
ACTION POINT 16: Action completed .
ACTION POINT 17: Action completed
ACTION POINT 18: Action completed.
ACTION POINT 19: Action completed.
ACTION POINT 20: Action completed.
ACTION POINT 21: Action completed.
ACTION POINT 22: Action completed.
ACTION POINT 23: In Progress.
ACTION POINT 24: In Progress.
ACTION POINT 25: Cllrs English and Thompson to put the motion to KALC.
ACTION POINT 26: Cllrs Akehurst and Kellaway to source suitable locations and dates and circulate to Councillors and Residents.
ACTION POINT 27: Action completed.
ACTION POINT 28: Cllrs Thompson, Dines, Kellaway, Zand and Jones to arrange a meeting to look at the 5 year plan.
ACTION POINT 29: Action completed.
ACTION POINT 30: Action completed.
ACTION POINT 31: In progress.
ACTION POINT 32: Action completed.
ACTION POINT 33: Action completed.
ACTION POINT 34: Action completed.

Item 6. Co-option of new Councillors

The following application has been received.

Item 7. Committee Membership

Environment Committee – 1 Vacancy
F&GP – 1 Vacancy
Woodland Committee – 1 Vacancy

Item 8. Crime Report and police issues

Between 23:30 on Wednesday 23rd of September and 14:30 on Thursday 24th of September in Forstal Road. Somebody broke into an outbuilding and stole horse rugs.
Crime Report No. 46/159161/26 - Posted 28/09/2026

Between 23:00 on Saturday 19th of September and 01:00 on Sunday 20th of September in Cinnabar Close. Somebody broke into and damaged a vehicle parked in the road.
Crime Report No. 46/156511/26 - Posted 22/09/2026

On Friday 11th of September around 13:20 in Forstal Road. Two people on motorbikes stole a motorbike from a business forecourt.
Crime Report No. 46/151155/26 - Posted 14/09/2026

On Friday 24th of July between 10:00 and 15:30 in Bearsted Road. Somebody stole a plaque and flowers from a crematorium.
Crime Report No. 46/122409/26 - Posted 28/07/2026

Item 10.1 Latest Bank Statements Woodland Accounts

Boxley Parish Council

Woodlands Current Account

60-83-01 • 20547909

Balance Available balance
£ 8,164.86 £ 8,164.86

Show:

Transactions

Balances are correct as of 11:18 on 30 Sep 2026.

↑ Date	Description	Paid in	Paid out	Balance
01/09/26	B/P to: Neil Coombs • 108		-180.00	7,854.47
01/09/26	B/P to: Hoods Tree Service • 2282 2359		-1,320.00	6,534.47
02/09/26	CCLA Investment • PS1010352- Management Limited BOXLEY	1,910.90		8,445.37
21/09/26	B/P to: Derek Price • WWG EXPENS 17SEP26		-100.51	8,344.86
29/09/26	B/P to: Hoods Tree Service • 2466		-180.00	8,164.86

Boxley Parish Council

Woodlands Instant Access Account

60-83-01 • 20501505

Balance Available balance Gross interest rate
£ 31,825.61 £ 31,825.61 1.95 % (1.96 % AER)

Show:

Transactions

Balances are correct as of 11:17 on 30 Sep 2026.

↓ Date	Description	Paid in	Paid out	Balance
30/06/26	Credit Interest	170.14		31,825.61

Statement of Account

Mrs Daniela Baylis
Beechen Hall
Wildfell Close
Walderslade
Kent
ME5 9RU

5 September 2026

Account name: **BOXLEY PARISH COUNCIL- Woodland EF**
Account number: **PS1010352-001**
Statement period: **31/07/2026 to 31/08/2026**

Account summary

Total valuation as at 31 August 2026 **£600,000.00**
Total valuation as at last statement at 31 July 2026 **£600,000.00**

Holdings as at 31 August 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC5 - Public Sector GB00B63CRP89	600,000.0000	£1.00	£600,000.00
			Total value
			£600,000.00

The average Fund yield for this period was 3.75% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Aug 2026	02/09/2026	Public Sector Deposit Fund SC5 - Public Sector	Paid to Nominated Bank Details	£1,910.90	

Item 10.2 Latest Bank Statements Parish Council Accounts

Boxley Parish Council

Parish Council Current

60-83-01 • 20359676

Balance Available balance
£ **7,605.06** £ **7,605.06**

Show:

Transactions



Balances are correct as of 11:18 on 30 Sep 2026.

↑ Date	Description	Paid in	Paid out	Balance
01/09/26	Direct Debit (WEX EUROPE SERVICE) • 30128099		-19.04	23,671.66
01/09/26	B/P to: KALC • 63983 44283 55383		-252.00	23,419.66
01/09/26	B/P to: Mulberry Local Aut • INV-2524		-686.28	22,733.38
01/09/26	B/P to: Outset Ltd • 119542		-292.80	22,440.58
04/09/26	Direct Debit • NORTHSTARIT- (NORTHSTAR IT) FGBME5		-394.59	22,045.99
04/09/26	ALBANY FUNERALS • WHITING	400.00		22,445.99
07/09/26	Direct Debit (WEX EUROPE SERVICE) • 30128099		-2.40	22,443.59
14/09/26	ROWE D J • 1061	25.00		22,468.59
14/09/26	CISL DES INSTST3 • INS REFUND	58.59		22,527.18
15/09/26	B/P to: Alex Shattock • 239942 15SEP26		-1,800.00	20,727.18
16/09/26	Direct Debit (LLOYDS • 80000013830III2414 BANK PLC)		-318.35	20,408.83
16/09/26	B/P to: L Brown Associates • 2026/1533/01		-860.00	19,548.83
17/09/26	Direct Debit (NEST) • IT000006852483		-887.10	18,661.73
18/09/26	Direct Debit • VOSTEL- (GOCARDLESS) J86ZWVAGAHT		-135.49	18,526.24
18/09/26	BREDHURST PARISH C • INV 1055	210.00		18,736.24
21/09/26	Direct Debit (WEX EUROPE SERVICE) • 30128099		-19.43	18,716.81
21/09/26	B/P to: Air Ambulance • BOXLEY PARISH Char COUN		-500.00	18,216.81

22/09/26	[REDACTED] • BPC PC35 SEP26	-38.65	18,178.16
22/09/26	[REDACTED] • BPC PC19 SEP26	-3,194.13	14,984.03
22/09/26	[REDACTED] • BPC PC28 SEP26	-1,343.31	13,640.72
22/09/26	[REDACTED] • BPC SEP26	-1,047.97	12,592.75
22/09/26	[REDACTED] • BPC PC30 SEP26	-57.78	12,534.97
22/09/26	[REDACTED] BPC PC37 SEP26	-38.65	12,496.32
22/09/26	[REDACTED] • BPC PC06 SEP26	-38.65	12,457.67
22/09/26	[REDACTED] • BPC PC24 SEP26	-2,238.98	10,218.69
22/09/26	[REDACTED] • BPC PC34 SEP26	-39.25	10,179.44
22/09/26	[REDACTED] • BPC PC36 SEP26	-38.65	10,140.79
24/09/26	Direct Debit (HMRC SDDS) • 0000246702	-2,157.13	7,983.66
25/09/26	B/P to: CSG Global Educati • 289039	-49.19	7,934.47
28/09/26	Direct Debit (WEX EUROPE SERVICE) • 30128099	-19.64	7,914.83
29/09/26	B/P to: Outset Ltd • 119842	-292.80	7,622.03
29/09/26	B/P to: Screwfix • 2015979346	-16.97	7,605.06

Boxley Parish Council

Parish Council Instant Access

60-83-01 • 20547860

Balance Available balance
£ 553,029.24 £ 553,029.24

Show:

Transactions 

Balances are correct as of 11:33 on 30 Sep 2026.

↓ Date	Description	Paid in	Paid out	Balance
24/08/26	Transfer to 20359676		-25,000.00	553,029.24

Summary for 31 Mar 2025 - 31 Mar 2026

Start Balance	131,903.63
Total In	4,627.65
Total Out	0.00
End Balance	136,531.28

Private & Confidential
Attn of the Councillors
Boxley Parish Council Beechen Hall
Wildfall Close
Walderslade
Chatham
Kent
United Kingdom
ME5 9RU

Account Number 90044552
Statement Number 12
Currency Sterling
Interest Rate as at 31 Mar 2026 3.25%

C Name Boxley Parish Council Beechen Hall
A Unit Type Business 95 Day Saver Issue 11 - Annual

Date	Description	Details	Payments	Receipts	Balance
31 Mar 2025	Start Balance				131,903.63
31 Mar 2026	Interest Credited	For the period 01 Apr 2025 to 31 Mar 2026		4,627.65	136,531.28
31 Mar 2026	End Balance				136,531.28

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services
Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2025 to 31 March 2026 £ 4,627.65

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Item 10.3 Latest Bank Statements Beechen Hall Accounts

Beechen Hall - Boxley Parish Council

Hall Current Account

60-83-01 • 20460604

Balance Available balance

£ **41,773.49** £ **41,773.49**

Show:

Transactions

Balances are correct as of 11:36 on 30 Sep 2026.

↑ Date	Description	Paid in	Paid out	Balance
01/09/26	Direct Debit (MAIDSTONE BOROUGH) • 3073150		-546.00	37,509.94
01/09/26	11 Plus Tutoring Services Limited • Inv 1053	380.75		37,890.69
02/09/26	TinyTalk Mid Kent • Invoice 1045	168.00		38,058.69
02/09/26	Credit • 115	371.00		38,429.69
03/09/26	B/P to: The Good Guys • KEY DEPOSIT RETURN		-40.00	38,389.69
03/09/26	Fit Mum Squad UK • #1054	85.50		38,475.19
08/09/26	B/P to: CSG Global Educati • 278996		-47.86	38,427.33
08/09/26	B/P to: Klareta Koukio • 057		-36.00	38,391.33
08/09/26	Hartbeeps Medway • 1057	40.00		38,431.33
15/09/26	B/P to: Klareta Koukio • BPC 058		-36.00	38,395.33
16/09/26	11 Plus Tutoring Services Limited • Inv 1062	28.00		38,423.33
16/09/26	BENTLEY J N • JEN BEN Oct 26	308.00		38,731.33
16/09/26	DONNA MARGARET WOOD • KUMON Oct 26	711.00		39,442.33
16/09/26	Mint Body and Mind • Inv1078	152.00		39,594.33
17/09/26	SILVER LINING FITN • INVOICE 1071	114.00		39,708.33
17/09/26	Fit Mum Squad UK • #1067	85.50		39,793.83
17/09/26	PRISS S M • TAI CHI OCTOBER	70.00		39,863.83
17/09/26	TinyTalk Mid Kent • Inv 1072	84.00		39,947.83
17/09/26	P Holmes • 1079	513.00		40,460.83
17/09/26	SIVACUMARRAN K • KMYCC invoice 1080	192.00		40,652.83

17/09/26	SIVACUMARRAN K • KMYCC invoice 1060	40.00	40,692.83
17/09/26	EATWELL L • October - 1076	228.00	40,920.83
18/09/26	Direct Debit (BRITISH • 604348552130626000 GAS BUSINE)	-108.50	40,812.33
18/09/26	FOREMAN SP+CV • 1077	205.00	41,017.33
18/09/26	KNIGHT WE • INVOICE NO. 1074	35.00	41,052.33
21/09/26	Wonder Tots • #1069	168.00	41,220.33
21/09/26	Direct Debit (BRITISH • 604348553130626000 GAS BUSINE)	-89.42	41,130.91
21/09/26	E Callow • 1065	112.00	41,242.91
22/09/26	Credit • 116	220.00	41,462.91
23/09/26	Hartbeeps Medway • 1063	112.00	41,574.91
25/09/26	B/P to: Trade UK • 2015723245	-17.99	41,556.92
28/09/26	B/P to: CSG Global Educati • 289039	-14.36	41,542.56
29/09/26	B/P to: Klareta Koukio • BPC 059	-36.00	41,506.56
29/09/26	B/P to: Trade UK • 2016030511	-22.19	41,484.37
29/09/26	B/P to: Trade UK • 2015979346	-6.52	41,477.85
29/09/26	PRISS S M • OCTOBER	72.00	41,549.85
29/09/26	CAL CHAR BAP CH • INV1068 ACC0548841	384.00	41,933.85
30/09/26	Direct Debit (SUEZ R&R) • 0034015464	-120.36	41,813.49
30/09/26	B/P to: Hartbeeps • KEY DEPOSIT Medway RETURN	-40.00	41,773.49

Beechen Hall - Boxley Parish Council

Hall Instant Access Account

60--83--01 • 20549253

Balance Available balance
£ 40,284.65 £ 40,284.65

Show:

Transactions 

Balances are correct as of 11:35 on 30 Sep 2026.

↓ Date	Description	Paid in	Paid out	Balance
30/06/26	Credit Interest	194.90		40,284.65

Summary for 31 Mar 2025 - 31 Mar 2026

Start Balance	85,070.33
Total In	2,984.57
Total Out	0.00
End Balance	88,054.90

Private & Confidential
Attn of the Councillors
Boxley Parish Council Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent
United Kingdom
ME5 9RU

Account Number	90043415
Statement Number	17
Currency	Sterling
Interest Rate as at 31 Mar 2026	3.25%

C Name	Boxley Parish Council Beechen Hall
A Int Type	Business 95 Day Saver Issue 11 - Annual

Date	Description	Details	Payments	Receipts	Balance
31 Mar 2025	Start Balance				85,070.33
31 Mar 2026	Interest Credited	For the period 01 Apr 2025 to 31 Mar 2026		2,984.57	88,054.90
31 Mar 2026	End Balance				88,054.90

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2025 to 31 March 2026 £ 2,984.57

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Item 10.4 Fidelity Guarantee

Received 15/9/26

Thank you for your patience here. The insurer escalated internally to see if they could offer the increased limit for Fidelity Guarantee. Unfortunately, it is with regret that they cannot increase above the £500,000 limit that you have today.

This is not something that we are going to be able to help you with.

Received 7/9/26

I have also looked to increase your Fidelity Guarantee cover. Unfortunately, the maximum limit that I can increase this to is £500,000. I have generated a quote to do this w.e.f. Wednesday of this week and this generates a premium of £24.70 incl IPT and commission.

The cover has been increased to £500,000 and the Clerk is looking at options for other cover.

Item 11.1 Review of Standing Orders

To conduct a review of Standing Orders against the NALC Model and see if any changes need to be made.

Item 11.2 Grants Policy



Boxley
PARISH COUNCIL

Grant Awarding Policy

Boxley Parish Council awards 3 different types of Grant:-

- Village Hall Grants
- Grants to Boxley organisations/volunteer groups
- Grant to other organisations

Grants to Boxley organisations/volunteer groups

Boxley Parish Council awards grants to organisations/volunteer groups that maintain and support areas of the Parish. Boxley Parish Council will actively support organisations that enhance the Parish for residents.

Eligibility

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Boxley.

Village/Community Hall Grants Procedure/Policy

Boxley Parish Council will actively support the Village/Community Halls within the Parish.

- Grants for maintenance will be considered but BPC considers that the day to day maintenance of the hall should be covered by the hire fees or fund raising wherever possible.
- Village/Community Hall Management Committees will be required to show, for large scale projects (costing over £3,000) that it is applying for funding from other sources; has undertaken fund raising events or has been saving towards the project. The Parish Council will be happy to assist the Committee to identify other funding sources.
- The Parish Council will consider each application on its own merit.
- For projects over £3,000 the Parish Council would require the Management Committee to obtain 3 written quotations or to be able to demonstrate that they have tried to obtain 3 quotations. The Parish Council reserves the right to request proof of the tender process.
- Village/Community Hall Management Committees will be required to liaise closely with the Parish Office so where possible the Parish Council can order the work and gift it to the Village/Community Hall for no consideration which will enable VAT to be reclaimed. This will increase the value of the grant given to the hall by the rate of VAT.
- Unless a schedule of payments has been agreed in advance by the Parish Council funds will only be released on completion of the work
- It would be advantageous to notify the Council if the Village/Community Hall Committee has undertaken any other projects in the recent past where funding has not been received from Boxley Parish Council.

The Parish Council recognises that most halls are run by volunteers and will be happy to assist/advise Village/Community Hall Management Committees on how to meet these requirements.

Village hall grant requests are managed by the Estates Committee. Applications for large projects will be put forward to the next financial year and are considered at the Estates Committee meetings in November or January so that they can be included in the following years budget recommendation to the Parish Council.

Small grant requests may be met in the current financial year from the Village Hall Grant budget. Once the budget is exhausted only emergency requests for assistance, and generally only from organisations where the Parish Council has Custodial Trustee status, will be considered.

The application form includes notification of the Parish Council's Equal Opportunities Policy. Village/Community Hall Management Committees will have to sign that it agrees with the policy or submit details of their own policy. Management Committees should also agree to representatives of the Council being given the right to inspect the work on completion.

Grants to Other Organisations

Boxley Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment and promoting the Parish of Boxley in a positive way.

The Parish Council sets a budget amount in January for Grants. Once the Grants budget is used, the Parish Council will only consider emergency requests for assistance. This budget is managed by the Finance and General Purposes Committee.

The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- "Upward funders". ie. local groups where fund-raising is sent to a central HQ for redistribution,

- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the council's discretion.

Eligibility

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Boxley.
- The group must be formally constituted and have a management committee made up of volunteers.
- Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work.
- Whilst Boxley Parish Council would not normally consider applications for Capital Projects, any such application will require a more substantial case with supporting evidence of the community benefit. For these grants, the council will expect to see evidence of fund-raising or other third party funding.

Successful Applications

- Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley Parish Council.
- Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user.
- Successful applicants to advise Boxley Parish Council of their expected completion of works date and there is an expectation that all works will be completed within that timeframe.

For All Grants

Assessment Criteria

Each application will be assessed on its own merits and will be considered along with other applications at either a meeting of the Parish Council or its Estates or Finance and General Purposes committee as appropriate. In particular the Council will consider:

- If the benefiting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners.
- How well the grant will provide benefit to Parishioners.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised in addition to the grant? It is unlikely that the Council will give a 100% grant to any proposal.
- The amount and frequency of previous grants.
- The Parish Council will not fund activities that are outside its legal powers and functions.
- Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.
- Grants will not be made retrospectively.

Applicants will need to provide:

- A Completed Application Form.
- Copies of their last year end accounts.
- a description of what the funds will be spent on and when.
- evidence of an attempt to identify best value for the grant (e.g. 3 quotations for grants over £3,000). The Parish Council reserves the right to ask for proof of the quotations process.
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy or give details of their own policy.
- Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

- Details of any restrictions placed on who can use/access their services.
- supporting information (at Councillors request).

Conditions.

- Multiple applications within a 12 month period will not normally be considered, although the only real limit is remaining funds.
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly.
- Should the Parish Council request proper evidence, actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- An acknowledgement on receipt of the grant is required.
- The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.
- A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Boxley Parish Council. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

5. Process

The grant application (using the attached form) should be sent to the Parish Clerk for inclusion in the next appropriate meeting agenda.

Grant applications will be considered during the meeting using the information provided and the "Assessment Criteria" section for guidance.

If an application is approved:

- the Council will issue a payment for the sum agreed which may not be the whole amount requested.
- the Clerk will record the transaction in the meeting minutes.
- the Clerk will write to the applicant informing them of the success of their application and requesting bank details if not already provided.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly.
- the Clerk will minute the action for the record.

Award Conditions

- Grant recipients must report (verbally or in writing) how the grant was used, if requested by Council.
- Grants are not awarded to individuals.
- The award must be used for the purpose for which the application was made.
- Organisations must return the award to the Council if it cannot be used for the stated purpose.
- All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Item 11.3 Grant Application Form



GRANT APPLICATION FORM

We are applying for a:

Grant to Boxley organisation/ volunteer group	Village Hall Grant	Grant to other organisations
--	--------------------	------------------------------

(Delete as appropriate)

Name of Organisation and status (Charity, Trust etc)	
Contact details	
Position within Organisation	
Telephone number	
Address	
Email address	
Charity number if applicable	

Amount requested	
When are funds required?	
Estimated number of Boxley parishioners to benefit from this grant	
How does your application impact/benefit the wider community?	
Have you ever received a grant from Boxley Parish Council and when.	Yes/No
If yes, please state when and what it was for.	
Project for which Grant is requested for (Please give details of specific expenses that the grant will be used to cover and how it meets our criteria)	

Total amount of funds needed for this project	
How much has already been raised	
Details of any other grants applied for in relation to this project	
Have you included a copy of your constitution?	
Have you included a copy of you last year end accounts?	
Are there any restrictions on who can use/access the services?	
How does your application align with Boxley Parish Councils Equal Opportunities Policy or have you included your own?	

I have read and understood the Boxley Parish Council Grants Policy and agree to abide by the conditions therein.

Signed Date

.....

For Office use only

Decision by PC:	
Cost Centre and cost code	
Any conditions to be placed when making donation	

Minute number	
Date Grant paid	

Item 11.4 Mental Health and Wellbeing Policy



Mental Health and Wellbeing Policy

Boxley Parish Council is committed to the promotion and protection of the mental health and wellbeing of its staff and Councillors.

The Parish Council will:

- strive to improve the mental health environment and culture of the Council by identifying, eliminating or minimising all harmful processes, procedures and behaviours that may cause physical harm or illness.
- recognise that, in delivering services to its residents, employees and Councillors are subject to pressures and that, in the way it manages its staff, the Council is responsible in ensuring that these pressures are not excessive.
- recognise that workplace stress is a Health and Safety issue and acknowledge the importance of identifying and reducing workplace stress.

1. Wellbeing

Boxley Parish Council will promote and encourage the 5 ways to wellbeing

- Connect with other people
- Be physically active
- Learn new skills
- Give to others
- Pay attention to the present moment (mindfulness)

2. Stress

- 2.1 Boxley Parish Council has the responsibility to ensure, as far as reasonably practicable, that Council duties do not adversely affect the health, safety and welfare of Councillors or employees. This includes taking reasonable and practicable steps to reduce stress created by Council activities and in the workplace.
- 2.2 Stress is a natural reaction to the pressures which individuals are put under in life; its function is to trigger physiological reactions to challenging situations.
- 2.3 At work short term stress can offer some advantages to some people, however, prolonged exposure to raised levels of stress can cause certain risks, including:

Physiological effects, e.g. Raised heart rate, high blood pressure, increased sweating, headaches, dizziness, blurred vision, aching neck and shoulders, skin rashes, lowered resistance to infection and illness.

Behavioural effects, e.g. Increased anxiety, irritability, increased alcohol/cigarette consumption, drug abuse, inability to sleep, poor concentration and a heightened emotional state.

Workplace Effects, e.g. Increased absenteeism, reduced efficiency and output, poor time-keeping or time management, impaired judgement, poor performance and/or quality of work, conflict with other staff, mood swings and loss of temper.`

2.4 Boxley Parish Council will:

- Comply with the provisions of the Health and Safety at Work Act 1974
- Comply with national guidance and approved codes of practice on occupational stress.
- Provide confidential support for Councillors and staff that feel they are suffering from occupational stress as a result of their Council activities.

2.5 All Councillors should recognise that stress is detrimental to both individual welfare and the Council's efficiency. Steps are to be taken to reduce stress to the lowest practicable levels and to prevent reoccurrence.

2.6 Stress has the potential to damage the health of individuals, to undermine efficiency and to expose the Council to civil litigation. All reasonable steps should therefore be taken to avoid excessive levels of stress and where it does occur to remove the causative factors.

Responsibilities

Stress management is the responsibility of all Councillors, who have a responsibility to ensure adequate provision for the health and safety of their employees. They also have a similar responsibility to their colleagues under the Code of Conduct.

Boxley Parish Council (through the Personnel Committee) will:

- Conduct and implement recommendations of risks assessments (through Wellness Action Plans) within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside of work e.g. bereavement, separation or the serious illness of a close family member.
- To ensure that, in the event of a member of staff being absent from work as a result of stress in their job:
 1. A review of the risk assessment through a Wellness Action Plan has been completed.
 2. Any further controls identified following the assessment process are implemented

Employee's:

- To acknowledge that the management of health and stress hazards in the workplace is a joint responsibility between the Parish Council and its employees.
- To take personal preventative action in terms of stress management.
- To highlight to the Council through the correct procedure working practices (Wellness Action Plan or speaking to their line manager) and environments which, if allowed to continue, may lead to stress or other health related hazards.
- To identify health and stress related hazards in themselves, at the earliest opportunity, and to seek appropriate help.
- To avoid harmful ways of coping with stress, such as being aware that excessive drinking and smoking can increase stress levels.
- To respect the needs of others and to take responsibility for actions which may have an effect on the health of other individuals.
- To ensure annual leave is used to good effect in reducing stress hazards
- Raise issues of concern with the Clerk and or Personnel Committee.
- Accept opportunities for counselling when recommended.

Whenever feasible, the Council will encourage and support employees to take steps to manage their own stress. Support may be through the application of Council policies– such as Dignity at Work and/or by encouraging staff to consult their own General Practitioner, or other medical support as may be appropriate.

Adopted by Council 2026

Item 11.5 Authorised Vehicle User Agreement



Boxley
PARISH COUNCIL

AUTHORISED VEHICLE USER AGREEMENT

This Authorised Vehicle User Agreement sets out the requirements for any person authorised by Boxley Parish Council ("the Council") to drive or use a Council-owned, leased or hired vehicle.

The purpose of this agreement is to ensure that Council vehicles are used safely, legally, responsibly and only for authorised Council business.

By signing this agreement, the vehicle user confirms that they understand and agree to comply with the requirements set out below.

Authorisation to Drive

The vehicle user must:

- Only drive a Council vehicle if they have been expressly authorised to do so by the Council.
- Hold a valid driving licence appropriate for the type and class of vehicle being driven.
- Notify the Council immediately of any change to their driving licence, including endorsements, disqualification, suspension, medical restrictions or any other matter that may affect their entitlement to drive.
- Provide a copy of their driving licence to the office for their records. Records to be maintained by the office for a period of 2 years.
- Not allow any unauthorised person to drive a Council vehicle.
- Only use the vehicle for Council purposes.

The Council reserves the right to withdraw authorisation to drive a Council vehicle at any time.

Driving Licence Checks

Before being authorised to drive a Council vehicle, the user must provide evidence of a valid driving licence.

The Council may carry out periodic checks to confirm that the vehicle user remains legally entitled to drive.

The vehicle user must immediately inform the Council if:

- Their driving licence expires;
- Their licence is revoked, suspended or disqualified;
- They receive any driving endorsements or penalty points;
- They develop or become aware of any medical condition that could affect their ability to drive safely or legally; or
- There is any other change that may affect their entitlement or fitness to drive.

Failure to disclose such information may result in the immediate withdrawal of vehicle-use authorisation and may lead to disciplinary or other appropriate action.

Pre-Use Vehicle Checks

The vehicle user must carry out appropriate pre-use safety checks before driving the vehicle, using the BPC vehicle check sheet for each vehicle and must not drive the vehicle if they believe it is unsafe or unroadworthy.

The appropriate BPC vehicle check form must be used and returned completed to the office before any vehicle is driven away from the premises. The Check list is kept in each vehicles file in the office.

As a minimum, the user should check, where applicable:

- Tyres and visible tyre condition;
- Lights and indicators;
- Windscreen, mirrors and windows;
- Windscreen wipers and screen wash;
- Brakes;
- Steering;
- Vehicle bodywork and any obvious damage;
- Fuel, oil and other relevant fluid levels;
- Warning lights or messages on the dashboard;
- Seat belts and other safety equipment;
- The presence and condition of any required equipment or emergency items; and
- That the vehicle is generally safe and suitable for the intended journey.

The user must familiarise themselves with the vehicle before use and follow any vehicle-specific instructions issued by the Council.

Reporting Defects

Any defect, damage or concern identified during a pre-use check, during a journey or after use must be reported to the Council, in writing to the Clerk, as soon as reasonably practicable.

Where a defect may affect the safety or roadworthiness of the vehicle, the vehicle must not be driven until the Council has confirmed that it is safe to do so, unless driving is necessary to reach a place of safety and it is lawful and safe to do so.

The vehicle user must not attempt repairs or modifications unless specifically authorised by the Council.

Any new damage to the vehicle must be reported promptly, in writing to the Clerk, regardless of whether the user believes they were responsible for causing it.

Safe and Legal Use

The vehicle user must:

- Comply with all applicable road traffic laws and regulations.
- Drive in a safe, considerate and responsible manner.
- Observe speed limits and other traffic restrictions.
- Wear a seat belt where required.
- Never drive while impaired by alcohol, illegal drugs, medication or any other substance that could affect their ability to drive safely.
- Not use a mobile telephone or other device while driving in circumstances where this would be unlawful or unsafe.
- Take appropriate breaks on longer journeys and must not drive when excessively tired or otherwise unfit to drive.
- Ensure that passengers are properly seated and secured and that the vehicle is not overloaded.
- Ensure that loads are properly secured and do not create a risk to the driver, passengers or other road users.

Council Business and Permitted Use

Council vehicles are provided for authorised Council business.

The vehicle must not be used for:

- Unauthorised private or personal purposes;
- Any unlawful activity;
- Racing, competition or other inappropriate use;
- Towing or carrying loads for which the vehicle is not designed or authorised; or
- Any purpose that could place the vehicle, its occupants or other road users at unreasonable risk.

Accidents, Incidents and Damage

Any road traffic collision, accident, incident, theft, attempted theft, vandalism or damage involving a Council vehicle must be reported to the Council, in writing to the Clerk, as soon as reasonably practicable.

The vehicle user must:

1. Stop and take all reasonable steps to protect themselves and others.
2. Contact the emergency services where appropriate.
3. Exchange details as legally required.
4. Obtain details of witnesses where possible.
5. Not admit liability or make commitments on behalf of the Council.
6. Report the incident to the Council in writing as soon as possible.
7. Complete any accident or incident report required by the Council in writing.

The vehicle user must cooperate fully with any investigation, insurance claim or other process arising from an accident or incident.

Vehicle Security

When the vehicle is unattended, the user must take reasonable steps to secure it, including:

- Locking the vehicle;
- Removing keys or other means of access;
- Closing windows and doors; and
- Taking reasonable precautions to prevent theft, damage or unauthorised use.

Council vehicles should not be left in locations or circumstances where there is an unnecessary risk of theft or damage.

Vehicle Condition and Cleanliness

The vehicle user is responsible for treating the Council's vehicle with reasonable care.

The vehicle should be returned in a clean and tidy condition and with any equipment provided with the vehicle remaining in place.

Any damage, loss or deterioration beyond reasonable wear and tear must be reported to the Council.

Fines, Penalties and Offences

The vehicle user is responsible for notifying the Council promptly of any motoring offence, penalty notice, parking charge or other legal matter arising from their use of a Council vehicle.

Where legally permissible, the Council may provide relevant driver details to the police, enforcement authority, insurer or other appropriate body.

The vehicle user remains responsible for any personal fines, penalties or charges arising from their unlawful or improper driving or use of the vehicle.

Failure to Comply

Failure to comply with this agreement may result in:

- Immediate withdrawal of authorisation to drive a Council vehicle;
- Further investigation by the Council;
- Disciplinary action, where applicable;
- Recovery of costs where appropriate and legally permissible; and/or
- Referral to the police or other relevant authority where required.

Nothing in this agreement removes or limits any legal duties or obligations applying to the Council or the vehicle user.

Declaration by Authorised Vehicle User

I confirm that:

- I hold a valid driving licence appropriate for the vehicle(s) I am authorised to drive.
- I have provided, or will provide, my driving licence for verification as required by Boxley Parish Council.
- I will immediately notify the Council of any change to my driving entitlement or fitness to drive.
- I will carry out the required pre-use safety checks before using a Council vehicle and return the completed form before driving the vehicle.
- I will report any defect, damage, accident or incident promptly.
- I will not drive a vehicle that I believe to be unsafe or unroadworthy.
- I will comply with all applicable road traffic laws and the requirements of this agreement.
- I will use Council vehicles responsibly and only for authorised Council purposes.
- I understand that failure to comply with this agreement may result in the withdrawal of my authorisation to drive Council vehicles.
- I will not drive if tired or unwell
- I have completed the required training for this vehicle.

Name of Authorised Vehicle User:

Vehicle signing For:

Signature:

Date:

For Boxley Parish Council

	Yes/No	Date	Next Review date
Driving Licence checked			
Licence valid for vehicle category			
Certified Training completed			

Signature of checker Date checked:

Vehicle Pre Use Inspection

Registration Number :FT74 GKX

Date ____/____/____

Hrs/ Mileage Recorded :

External

OK

Defect

Windscreen
Side Mirrors
Bodywork
Windscreen Washer

Tyres

OK

Defect

Carcass
Inflation
Tread Depth
Wheels

Engine

OK

Defect

Oil level
Coolant level (where applicable)

Lights

OK

Defect

Headlights
Sidelights
Brake Lights
Rear Lights
No plate lights
Hazard Lights
Indicators
Beacon

Interior

OK

Defect

Horn
First Aid Kit
Fire Extinguisher

Spill Kit

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Defects

Actions

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Any defects must be reported to the Parish Office before use.

Inspected By: _____

Item 11.6 Complaints Policy

COMPLAINTS POLICY AND PROCEDURE - Draft 6, 19- 07- 26

1. Introduction

Boxley Parish Council is committed to delivering high-quality, transparent, and accountable services to the community. The Council recognises that, from time to time, things may go wrong. Complaints, concerns, and feedback are therefore welcomed as opportunities to:

- improve services and decision-making.
- strengthen accountability and trust.
- identify recurring issues and address them proactively.

This policy sets out a clear, fair, and proportionate process for handling complaints, ensuring consistency with the Council's governance framework, including its Grievance and Disciplinary Procedures and the Terms of Reference of the Personnel Committee.

2. What is a Complaint?

A complaint is an expression of dissatisfaction about:

- the Council's services, administration, or procedures.
- a failure to act.
- delay, poor communication, or perceived unfair treatment.

A complaint must relate to how a matter has been handled, not simply disagreement with a properly made decision.

3. Determining the Correct Process

Upon receipt, complaints will be directed into the appropriate process:

3.1 Service and Administrative Complaints

Handled under this Complaints Policy.

3.2 Councillor Conduct Complaints

Referred to the Monitoring Officer **at the Local Authority** under the Code of Conduct.

3.3 Staff-Related Complaints

Handled under the Council's Grievance and Disciplinary Procedures and monitored by the Personnel Committee.

Where necessary, the Parish Clerk (or the **Personnel Committee Chair**, if the complaint concerns the Clerk will determine the appropriate route(s).

4. Exclusions

This policy does not apply to:

- matters subject to legal proceedings.
- complaints about financial irregularity (referred to the external auditor).
- criminal matters (referred to the Police).
- planning decisions (referred to the Local Planning Authority).
- internal employment grievances raised by staff.

5. Informal Complaint Process

The Council encourages concerns to be raised informally wherever possible, so that minor matters are dealt with in a proportionate manner.

5.1 Raising a Complaint

Complaints should normally be directed to the Parish Clerk. **If there is a possible conflict of interest, then the complaint must be referred/directed to the Personnel Committee.**

If the complaint concerns the Clerk, it should be directed to the Chair **of the Parish Council.**

Complaints raised with Councillors must be referred to the Clerk, Chair **of the Parish Council, or Personnel Committee** as appropriate.

All complaints will be treated as informal unless clearly stated otherwise. This will be made clear immediately to the complainant, so they are aware that the formal route exists. **If the formal route is requested, this will be acknowledged in writing.**

5.2 Informal Resolution

The Clerk (or appropriate person) will:

- seek to resolve the matter through discussion or clarification.
- provide explanations or take minor corrective action.
- inform the relevant Committee Chair and Chair of the Council.

- informal resolution to be handled by the Personnel Committee where a conflict of interest has been disclosed

A brief record of informal complaints will be maintained and reported to Full Council within one month of receipt, either at the next Council meeting or by secure communication.

5.3 Escalation from Informal Stage

A complaint will move to the formal stage if:

- the complainant requests escalation.
- the issue remains unresolved.
- repeated informal complaints indicate a systemic issue.

6. Formal Complaint Process

Stage 1 – Formal Investigation

6.1 Submission

A formal complaint must be submitted in writing and include:

- complainant's name and contact details.
- details of the complaint.
- relevant dates and evidence.
- desired outcome, in the view of the complainant, though further outcomes could be sought by the Council.
- anonymous complaints may not be investigated unless referred under the Council's Whistleblowing Policy.

6.2 Acknowledgement

The Council will acknowledge receipt within 5 working days.

A report on the progress of complaints, whether handled informally or formally, or if escalated during the process, will be made to Full Council on a monthly basis until resolved.

6.3 Investigation

For service and administrative complaints, an ad hoc Complaints Panel will be convened:

- Minimum of two councillors who are members of the Personnel Committee.
- No prior involvement in the matter is best practice. A larger panel would enable consideration of complex cases, and
- No conflicts of interest, or declaration and dispensation applied for. If applied, a larger panel may be required.

Where appropriate, the Parish Clerk will provide administrative support but will not take part in decision-making where conflicted. The Panel may:

- review documents and policies.
- seek information from relevant parties.
- request further information from the complainant.

6.4 Hearing (if required)

Where appropriate, a meeting will be convened.

The Chair will:

- introduce all parties.
- explain the procedure.
- invite the complainant to present their case.
- allow questions from members.
- invite the Council's response.
- allow final clarifications.
- The Panel will then withdraw to decide.

6.5 Decision

The Panel will determine:

- whether the complaint is upheld (in whole or in part)
- any actions required

A written response will be issued within 5 working days of the decision, including reference to the selection of the panel.

7. Role of Full Council

Full Council retains ultimate responsibility for governance and oversight.

Accordingly:

Full Council will be informed that a complaint is being dealt with and who is handling it.

Decisions of the Complaints Panel will be reported to Full Council for ratification as a matter of record and policy consistency.

Full Council will not seek to re-hear complaints or act as an appeal body.

However, Full Council may:

- identify procedural concerns.
- refer a matter back for reconsideration.
- exceptionally require a review where there is clear evidence of:
 - procedural irregularity
 - new material evidence
 - bias or conflict of interest.

Repeated complaints over time will be reported to Full Council and may trigger:

- policy review
- service changes
- or a broader governance review
- including reference to the vexatious complaints policy.

8. Stage 2 – Review Process

A complainant may request a review from the **Chair of the Parish Council** within 10 working days if dissatisfied by the reported outcome.

The review will:

- be conducted by councillors not previously involved.
- consider whether:
 - the procedure was followed correctly.
 - the decision was reasonable and proportionate.

The outcome of the review represents the Council's final position.

9. Complaints Involving Staff

Complaints relating to staff conduct, capability, or employment matters will:

- be managed under the Council's Grievance and Disciplinary Procedures
- be overseen by the Personnel Committee.
- be carried out in coordination with the HR advisor.

Such matters will not be determined under this Complaints Policy.

The complainant will be informed that appropriate internal processes are being followed, while respecting confidentiality.

A complaint could cover both service and staffing matters, as described at 3. Service issues will be separated and determined under this Complaints Policy.

10. Conflicts of Interest

Any councillor involved in the subject matter of a complaint **must**:

- declare an interest.
- either dispensation can be given or they withdraw from all stages of consideration.

Individuals with prior involvement should not participate in investigation or decision-making unless a dispensation has been given, such as for those with Line Management responsibility.

11. Timescales

The Council will process complaints as quickly as possible, with fairness and care, acknowledging that the normal routines of the Council operate on a monthly cycle. It will therefore

- acknowledge complaints quickly, and within a maximum of 5 working days.
- complete formal investigations within 20 working days if at all possible

If necessary, the overall process including reporting back to Council and the Complainant should normally be completed within 8–12 weeks, and in all cases within 16 weeks.

In addition to informing the Council of ongoing processing, Complainants will be kept informed of delay of 4 weeks and longer.

12. Unreasonable or Vexatious Complaints

The Council reserves the right to manage persistent, unreasonable, or abusive complaints in accordance with its Vexatious Complaints Policy.

13. Confidentiality

All complaints will be handled sensitively and in accordance with data protection legislation.

Confidential matters may be considered in private session where justified. A report of a 'Part 2 Closed session' meeting will be made to Council and minuted.

The Council reserves the right to seek professional advice.

14. Anonymous and Historical Complaints

Anonymous complaints will only be considered where sufficient evidence is available.

Complaints should normally be made within 12 months of the incident.

All such cases will be reported to Full Council, whether investigated or not.

15. Learning and Continuous Improvement

The Council will:

- monitor complaint trends.
- identify recurring issues.
- use findings to improve services and governance.
- report current complaints monthly to Council under 'Correspondence received,' in closed session if appropriate.

16. External Routes and Advice

The Parish Council is not generally within the jurisdiction of the Local Government Ombudsman. However:

- complaints about councillors may be referred to the Monitoring Officer
- where the Council acts on behalf of another authority, that authority's complaints process may apply.

The Council will signpost complainants to appropriate external bodies where relevant.

Where a complaint raises complex legal, procedural, or employment issues not fully addressed by this policy, the Council will seek appropriate professional advice, including HR, legal, or governance expertise, and reported to Full Council.

17. Review of Policy

This policy will be reviewed annually or in response to legislative or governance changes.

Draft] Adopted by Boxley Parish Council on: [July 2026]

NB: This policy cross references to the following policies:

- Whistleblowing
- Conflict of Interest
- Vexatious Complaints
- Etc?

Adopted by Council

Item 11.7 Whistleblowing Policy

WHISTLEBLOWING POLICY

1. Purpose

This Policy sets out the arrangements by which *significant concerns* about wrongdoing, misconduct, governance failure, unlawful activity, financial irregularity, or risks to the public interest may be raised within the Council.

The Council is committed to:

- lawful, transparent and accountable governance

- high standards of conduct by councillors and employees
- protection and stewardship of public funds
- proper stewardship of information and records, and
- ensuring that concerns may be raised safely and appropriately

This Policy sits alongside, and does not replace:

- the Council's Complaints Procedure
- Grievance Procedure
- Disciplinary Procedure
- Member Code of Conduct
- Financial Regulations
- Standing Orders
- lawful decision-making through Council and committee processes

The Policy recognises the particular governance structure of parish councils:

- councillors are elected office holders, not employees
- the Clerk is the Proper Officer and usually the Responsible Financial Officer ("RFO")
- oversight powers are distributed and limited
- many governance functions rely on trust, transparency, and proper procedure
- concerns may involve councillors, officers, contractors, or governance systems themselves

Nothing in this Policy prevents lawful disclosure to regulators, auditors, the police, or other statutory authorities.

2. Legal and Governance Framework

This Policy is informed by:

- the Public Interest Disclosure Act 1998
- the Employment Rights Act 1996
- the Localism Act 2011
- the Accounts and Audit Regulations
- the Council's adopted Code of Conduct
- the Nolan Principles of Public Life
- guidance issued by Kent Association of Local Councils
- guidance issued by National Association of Local Councils
- ACAS guidance and recognised employment practice

3. Scope

This Policy applies to:

- employees
- councillors

- contractors and consultants
- volunteers
- agency workers
- former employees
- others interacting with the Council in an official capacity

4. Matters Covered

This Policy applies to concerns reasonably believed to be in the public interest, including:

- fraud, corruption or theft
- financial malpractice
- serious breach of Financial Regulations or Standing Orders
- unlawful conduct
- abuse of office or authority
- serious conflicts of interest
- concealment or destruction of records
- bullying, harassment or intimidation
- safeguarding failures
- health and safety risks
- misuse of Council assets or information
- data protection breaches
- improper interference with officers or councillors
- retaliation against individuals raising concerns
- deliberate suppression of lawful governance processes

This Policy is not normally intended for:

- personal employment grievances
- dissatisfaction with lawful democratic decisions
- political disagreement
- routine service complaints

Such matters should normally proceed under the relevant policy or committee process unless wider public interest concerns arise.

5. Principles

The Council will:

- treat concerns seriously and proportionately
- respect confidentiality where reasonably possible
- maintain proper records
- seek independent advice where necessary
- avoid conflicts of interest in investigations

- protect individuals raising genuine concerns from retaliation or disadvantage
- ensure procedural fairness

No person shall suffer victimisation or detriment for raising a genuine concern under this Policy.

6. Raising a Concern

Concerns should normally be raised in writing and should include:

- the nature of the concern
- relevant dates or events
- persons involved where known
- supporting evidence where available
- whether the matter has already been raised elsewhere

A person raising a concern is not required to prove wrongdoing but must reasonably believe the concern is substantially true and in the public interest.

7. Reporting Routes

A. Concerns Regarding Employees

Concerns regarding employees should normally be raised with:

- the Clerk, or
- the Chair of the Council or Personnel Committee where appropriate

B. Concerns Regarding the Clerk or Responsible Financial Officer

Where concerns involve the Clerk and/or RFO, including concerns regarding:

- financial management
- governance advice
- records
- data handling
- suppression of information
- conflicts of interest, or
- unsafe custodianship of Council information

the matter should normally be raised with:

- the Chair of the Council
- the Chair of Personnel Committee, or
- another designated senior councillor not implicated in the concern

Independent advice should normally be sought from:

- the Council's HR adviser
- Kent Association of Local Councils
- the external auditor where relevant, or
- the Monitoring Officer

Where the Clerk/RFO is considered an unsafe custodian of data or records relevant to the concern, access to those records should, where lawful and practicable:

- be restricted

- be independently secured
- be copied to an authorised councillor or external adviser, and/or
- be preserved for audit or investigation purposes

C. Concerns Regarding Councillors

Where concerns involve Councillors, the Chair, or where the Chair is considered conflicted or unsafe to manage the matter, concerns should be raised with:

- the Vice Chair
- the Chair of Personnel Committee
- another non-conflicted councillor

External governance advice should normally be considered.

D. Complex cases.

Where concerns involve both the Clerk/RFO and Councillors, or where internal reporting routes are considered compromised, concerns may be raised directly with:

- the Monitoring Officer of the Principal Authority
- the Council's external auditor
- KALC
- the Council's retained HR or legal adviser
- relevant regulators or statutory authorities

In such circumstances, care should be taken to:

- preserve records
- avoid improper disclosure of confidential information
- protect personal data
- maintain evidence integrity

E. Confidential Reporting Where Council Systems Are Considered Unsafe

Where:

- Council email systems are shared, monitored, administered, or reasonably believed to be insecure in relation to the concern raised, or
- the Clerk/RFO or other relevant officers are believed to have access to communications or records connected to the concern

a whistleblower may use a private email address or private device solely for the purpose of making a protected disclosure under this Policy.

Such disclosures should normally be directed only to:

- the Chair of Personnel Committee
- the Chair or Vice Chair where not implicated
- another non-conflicted councillor designated for the purpose, or
- an appropriate external authority under Section 10

Recipients of such disclosures shall:

- treat the information confidentially
- avoid unnecessary onward circulation

- preserve evidence securely
- comply with data protection obligations
- transfer records into secure Council governance custody (ie to @boxleyparishcouncil.gov.uk councillor email address) as soon as reasonably practicable and safe to do so

Use of private communication channels under this section shall be regarded as an exceptional governance safeguard and not a substitute for normal Council record-keeping procedures.

8. Investigation

The proper recipient of a concern shall arrange an initial assessment to determine:

- whether the matter falls within this Policy
- whether immediate protective action is required
- whether independent investigation is appropriate
- whether referral to an external authority is necessary

Investigations may involve:

- internal review
- referral to committee
- external HR or legal advice
- referral to the Monitoring Officer
- referral to auditors, police, or regulators

Persons who are the subject of allegations shall not normally control or supervise the investigation.

9. Malicious or Bad Faith Allegations

Knowingly false, malicious, or vexatious allegations may result in:

- disciplinary action
- referral under the Code of Conduct
- restriction of further complaints processes where appropriate

No action will be taken against a person raising a concern honestly and reasonably, even if the concern is ultimately unsubstantiated.

10. External Disclosures

Nothing in this Policy prevents lawful disclosure to:

- the Monitoring Officer
- external auditors
- the police
- safeguarding authorities
- the Information Commissioner
- the Health and Safety Executive
- HMRC
- other statutory or regulatory bodies

Item 11.8 Appraisal Policy

DRAFT Appraisal Policy for Boxley Parish Council

1. Purpose of the Policy

This policy establishes a fair, supportive, accountable and transparent framework for undertaking appraisals and supporting staff development within Boxley Parish Council.

The Council expects that an effective appraisal policy will

- supports high quality public service
- enables employees to understand expectations and priorities
- encourages professional development and wellbeing
- strengthens teamwork, communication and accountability
- identifies support, training and resource needs
- enables concerns to be addressed promptly and fairly
- assists the Council in meeting its legal and governance responsibilities as an employer.
- Recognises achievement and positive contributions .

The Council is committed to ensuring that the process is developmental and constructive in approach, and that any underlying issues that may affect the delivery of the objectives are addressed.

2. Scope

This policy applies to all employees of the Council, including:

- the Clerk and Responsible Financial Officer (RFO)
- assistant clerk and administrative staff
- finance staff
- caretaking / property management staff

It applies to:

- probationary review
- Quarterly reviews
- annual appraisal
- training and development planning

3. Principles

The Council's Appraisal arrangements shall:

- be fair, proportionate and evidence-based
- support staff to succeed in their roles
- provide regular opportunities for discussion and feedback
- maintain appropriate confidentiality
- ensure appropriate member oversight of staffing matters
- avoid concentration of staffing processes in a single individual

- ensure compliance with employment law, ACAS guidance and local government good practice

The Appraisal Process is not intended to replace day-to-day communication, supervision or professional support.

4. Governance and Roles

4.1 Full Council

The Full Council:

- is the employer
- Gives final approval of staffing policies
- determines staffing budget provision
- approves salary scales and progression recommendations where required
- receives recommendations from the Personnel Committee in accordance with confidentiality obligations

4.2 Personnel Committee

The Personnel Committee shall:

- oversee implementation of this policy
- monitor the effectiveness and consistency of appraisal arrangements
- ensure appropriate member involvement and oversight
- receive anonymised summary reports on organisational themes arising from appraisal processes
- consider corporate training and development needs
- oversee the appraisal arrangements for the Clerk/RFO
- ensure appropriate use of retained HR support where necessary

The Committee shall not receive confidential detailed personal appraisal records

4.3 Clerk/RFO as Line Manager

The Clerk/RFO is the designated Line Manager for Council employees other than the Clerk/RFO role itself.

The Clerk/RFO shall:

- conduct routine supervision of staff
- hold regular informal management discussions
- conduct annual appraisals for relevant staff
- conduct interim line management reviews
- identify training and support needs
- maintain appropriate appraisal documentation
- report organisational training or operational themes to the Personnel Committee in anonymised form

4.4 Councillor Review Panels

The Council shall appoint suitably authorised councillors to:

- undertake the Clerk/RFO appraisal process

- undertake quarterly interim staff review meetings with employees on a rolling basis
- provide an independent opportunity for staff reflection and feedback
- support organisational oversight and transparency.

These councillor review meetings:

- are supplementary to line management arrangements
- do not replace the Clerk/RFO's formal management responsibilities
- do not constitute disciplinary or grievance hearings
- shall not directly instruct staff operationally outside agreed governance arrangements
- Constitute an irritative process to support the delivery of the overall appraisal objectives.

5. Training and Competence

Any councillor or employee participating in appraisal processes should receive appropriate training or briefing in:

- employment confidentiality
- equality and fairness obligations
- appraisal and objective-setting
- handling difficult conversations
- data protection

The Council may utilise external HR advisers to support good practice. The training and certification register will be maintained in advance of all relevant decisions and deadlines.

6. Day-to-Day Management

Employees should receive regular supervision, communication and feedback throughout the year.

Concerns regarding:

- workload
- relationships (both within the workplace and with other partners)
- conduct
- standards
- wellbeing
- training
- operational issues
- resourcing
- support needs

should be raised promptly and addressed at the earliest reasonable opportunity, rather than deferred until formal appraisal periods.

8. Quarterly Interim Review Meetings

8.1 Purpose

Quarterly interim review meetings provide an opportunity to:

- review progress against agreed objectives
- discuss workload and priorities

- review delivery of job descriptions
- support effective teamworking
- identify barriers to performance
- discuss support or training needs
- raise concerns constructively
- ensure ongoing organisational communication

8.2 Structure

Each employee shall normally meet with two appointed councillors on a rolling basis during the year.

These meetings:

- are advisory and supportive
- are not formal appraisal hearings
- do not replace line management supervision
- should be documented briefly, reporting to the Personnel Committee

The Clerk/RFO shall separately continue to undertake formal line management interim meetings with staff members under their supervision.

8.3 Confidentiality

Interim review discussions shall remain confidential except where:

- safeguarding concerns arise
- there is a legal obligation to disclose information
- significant organisational matters require reporting

9. Annual Appraisal Process

9.1 Objectives

The annual appraisal process aims to:

- assess achievement of objectives
- identify future objectives
- review competencies and responsibilities
- identify development opportunities
- improve organisational effectiveness
- support employee wellbeing and engagement

9.2 Timing

Formal appraisals shall normally take place annually.

Objectives should ordinarily be reviewed:

- quarterly through interim reviews
- informally throughout the year as required

9.3 Appraisal Responsibilities

Employees other than the Clerk/RFO

Annual appraisals shall normally be undertaken by:

- the Clerk/RFO as Line Manager.

Clerk/RFO

The Clerk/RFO appraisal shall normally be undertaken by:

- appointed councillors authorised by the Personnel Committee, as specified in the Terms of Reference of the Personnel Committee.

External HR advice will be sought in advance where appropriate.

9.4 Preparation

The timetable for appraisal will be published for the yearly cycle.

Both appraiser and employee should prepare adequately for the meeting.

Preparation may include:

- review of objectives
 - job description review
 - consideration of achievements and challenges
 - identification of support or training needs
 - consideration of organisational priorities
-

9.5 Appraisal Content

Appraisals will include discussion of:

- key achievements
- delivery against objectives
- quality and timeliness of work
- communication and teamwork
- initiative and problem-solving
- leadership and management responsibilities
- public service standards
- training and development
- wellbeing and support needs
- future priorities

SMART objectives should normally be agreed for the forthcoming period.

Recommendations will be put forward from appraisals to the Personnel Committee and Council on matters that require decision and have cost implications. This includes training and development matters.

10. Organisational Learning and Reporting

The Council recognises the importance of organisational learning arising from appraisal processes.

Without breaching employee confidentiality, anonymised themes may be reported to the Personnel Committee, including:

- common training needs
- resourcing concerns
- operational barriers
- organisational development priorities

- wellbeing themes
- succession planning considerations

However

- Whistle blowing and
- Bullying or harassment allegations

must be managed through the appropriate procedures.

Formal grievances, disciplinary investigations or other formal processes shall:

- be handled separately from routine appraisal arrangements
- not be deferred solely because appraisal deadlines are approaching
- not be determined through appraisal meetings

Where parallel processes exist, appropriate coordination shall occur while maintaining procedural fairness. The Personnel Committee is responsible for ensuring that the relevant factors and processes are weighed and action taken in a timely manner.

11. Equality and Fairness

The Council will apply this policy consistently and fairly in accordance with:

- the Equality Act 2010
- ACAS guidance
- principles of natural justice.

Reasonable adjustments shall be considered where required.

12 Confidentiality and Data Protection

Appraisals

- shall be treated confidentially
- stored securely
- processed in accordance with data protection legislation

Access shall be limited to those with legitimate management or governance responsibilities.

13. Monitoring and Review

This policy shall be reviewed periodically by the Personnel Committee and Full Council:

- following significant legislative or governance changes
- following substantial operational changes
- annually, if not already covered above.

To ensure compliance with the law and best practice standards, in its status as the Formal Employer, the Council will seek external HR and sector advice during reviews.

Adopted by Boxley Parish Council, [date] [review date]

Item 11.1 Office Staff Report

The office were please with the Internal Audit report which had a lot of positives in it. The External Audit has been concluded and will be reported to the next full Council meeting.

Item 12. Sandling

4 house planning application for Boarley Lane
Cllr Akehurst will arrange a meeting with residents if necessary.
KCC have agreed to replace all the signage and new roundels etc for Tyland Lane to support the speed reduction.
MBC would not renew the lease for the horse field on Old Chatham Road and they have now moved to a new location.

Item 13. Cluster Meetings

Report to be given by Cllr Thompson

Item 14. Community Resilience Planning

Cllr Thompson will give a report at the meeting.

Item 15. Boxley Parish Council - Five Year Plan

The plan has been reviewed by all staff and was circulated to all Councillors on the 28 August.

Item 16. Representation at Medway Local Plans Review Hearing

An additional payment has been made to Alex Shattock for £1,850 for reviewing transport evidence, comments and suggestions and related advice as appropriate.

Item 19. Draft KALC Award Protocol and nomination form



KALC COMMUNITY AWARD SCHEME PROTOCOL

Boxley Parish Council is committed to recognising and celebrating the contribution made by individuals and groups within the parish.

The Kent Association of Local Councils (KALC) Community Award Scheme provides an opportunity for local councils to recognise people and groups who make a positive contribution to their community.

This Policy and Procedure establishes how Boxley Parish Council will:

- invite and receive nominations;
- assess nominations fairly and consistently;
- select nominations for submission to KALC;
- arrange the presentation of awards; and
- recognise community contributions which may fall outside the annual KALC scheme.

The KALC scheme is intended to celebrate local people who go above and beyond for their community.

The Council will operate the scheme in accordance with the following principles:

- Fairness
All eligible nominations will be considered fairly and consistently.

- Community benefit
The principal consideration will be the contribution made to the Boxley community.
- Inclusion
The Council will encourage nominations reflecting the diversity of the parish and the wide range of ways in which people contribute to community life.
- Transparency
The process for submitting and considering nominations will be clear.
- Confidentiality
Nominations will be treated confidentially until the Council has determined whether to proceed and, where appropriate, until the nominee has been notified.
- Recognition
The purpose of the scheme is to recognise and celebrate community contribution, not to create a competition between individuals or organisations.

Eligibility

The Council will consider nominations for individuals or groups which have a meaningful connection with the Boxley parish community.

Examples of contributions which may be recognised include:

- voluntary service;
- helping vulnerable or isolated residents;
- supporting children and young people;
- community events;
- environmental activities;
- sports and recreation;
- arts and cultural activities;
- support for local organisations;
- community improvement;
- emergency or community resilience;
- long-standing service; or
- an exceptional contribution to the local community.

This list is illustrative and does not restrict the types of contribution that may be considered. The Council will apply the eligibility requirements contained in the current KALC Community Award Scheme guidance.

Where the current KALC requirements differ from this Policy, the KALC requirements will take precedence.

Nominations

Subject to the current KALC requirements, nominations may be submitted by:

- Boxley residents;
- parish councillors;
- community groups;
- voluntary organisations;
- schools and youth organisations;
- charities;
- local organisations; and
- other people or organisations with knowledge of the nominee's contribution.

The Council may also identify potential nominees through its own contact with the community.

The Clerk will establish an annual timetable based on the dates published by KALC. The Council will publicise the opportunity to nominate through appropriate channels, which may include:

- the Council website;
- parish noticeboards;

- newsletters;
- social media;
- local community organisations; and
- other appropriate local communication channels.

The publicity will state:

- who can nominate;
- who can be nominated;
- the type of contribution being recognised;
- how to nominate;
- the closing date; and
- how nominations will be considered.

KALC publishes the relevant annual closing date and presentation arrangements for each award cycle. The permanent Boxley procedure will therefore not contain fixed annual dates.

Nomination information

Nominations should provide sufficient information for the Council to understand the nominee's contribution.

Where possible, the nomination should include:

1. the nominee's name;
2. whether the nomination is for an individual or group;
3. the nominee's connection with Boxley;
4. a description of the contribution;
5. the period over which the contribution has been made;
6. examples of the difference made to the community;
7. supporting information, where available; and
8. the nominator's name and contact details.

The Clerk may contact the nominator where clarification or additional information is required.

Initial check by the Clerk

On receipt of a nomination, the Clerk will:

1. record the nomination;
2. check that the nomination is sufficiently complete;
3. check that the nominee appears to fall within the scope of the scheme;
4. seek clarification where necessary;
5. identify any obvious conflict-of-interest issues; and
6. prepare eligible nominations for consideration by Full Council.

The Clerk will not make the final decision on the merits of a nomination.

Conflicts of interest

Councillors must declare any relevant interests in relation to a nomination.

A councillor should consider whether they have a personal, family, organisational or other connection with a nominee which could affect, or reasonably appear to affect, their impartiality.

Where a councillor has a disclosable pecuniary interest, the Council's Code of Conduct and applicable legal requirements will apply.

Any declaration or withdrawal from the discussion will be recorded in accordance with the Council's normal procedures.

More than one worthy nomination

The Council recognises that it may receive several deserving nominations.

Where the number of nominations exceeds the number that can be submitted under the current KALC arrangements, Full Council will determine which nomination or nominations can appropriately proceed.

The Council will consider the principles set out in this Policy and the current KALC requirements.

Where appropriate, the Council may also recognise other nominees through a separate Boxley Parish Council commendation or certificate of appreciation.

Nominations will be presented to full Council for decision unless a nomination is for a Parish Councillor. In this case the Clerk will send out details of all nominees to Councillors (except the Councillor nominated) for a vote. The highest vote will win. In the eventuality of a tied vote the number of nominations will be added to the number of votes to determine the winner.

Consent and confidentiality

The Council will take reasonable steps to ensure that the nominee is willing to receive the award and that appropriate consent is obtained for publicity and photography.

The Council will consider the requirements of data protection legislation when handling nomination information.

Until an award has been confirmed and the nominee notified, councillors and officers should not disclose details of a nomination outside the Council unless authorised to do so.

Where an award is intended to be presented as a surprise, the Council may make appropriate arrangements to preserve the surprise.

Submission to KALC

The Clerk will:

- use the current KALC nomination form;
- ensure the nomination meets the current scheme requirements;
- obtain any required supporting information;
- submit the nomination by the published deadline;
- retain a copy of the submission; and
- retain relevant correspondence.

The Clerk will confirm the annual KALC deadline before each award cycle.

Award presentation

Subject to the arrangements made by KALC, Boxley Parish Council will seek to present awards at an appropriate public occasion, usually the Annual Parish Meeting. KALC's current scheme provides for awards to be presented at Parish, Town and Community Council Annual Meetings.

Publicity

Subject to the recipient's consent, Boxley Parish Council may publicise the award through:

- the Council website;

- parish newsletters;
- social media;
- local newspapers;
- parish noticeboards; and
- other appropriate communication channels.

Publicity should focus on the recipient's contribution and the positive impact on the community.

The Council will avoid publishing unnecessary personal information.

Community recognition outside the KALC scheme

The Council recognises that not every deserving contribution will necessarily result in a KALC Community Award.

Where appropriate, Council may provide alternative recognition, including:

- a letter of thanks from the Chair;
- a Boxley Parish Council certificate;
- a commendation recorded at a Council meeting;
- recognition in the parish newsletter;
- recognition on the Council website; or
- acknowledgement at a parish event.
-

Such recognition will be separate from the KALC Community Award Scheme.

This protocol is intended to govern Boxley Parish Council's internal process.

Where there is any difference between this protocol and the current KALC Community Award Scheme guidance, nomination form or instructions, the current KALC requirements will take precedence.

The Clerk will check the current KALC requirements before each annual award cycle.

The KALC website currently identifies the Community Award Scheme as a programme recognising individuals and groups who make a difference in their local area.

Adopted by: Boxley Parish Council

NOMINATION FORM

Boxley Parish Council – KALC Community Award

Nominee

Name:

Individual / Group / Organisation:

Address/contact details (if appropriate):

About the nomination

Please describe the nominee's contribution to the Boxley community:

What difference has the nominee made?

Please provide specific examples:

How long has the nominee been making this contribution?

Supporting information

Please provide any other relevant information:

Nominator

Name:

Organisation (if applicable):

Contact details:

Relationship to nominee:

Declaration

I confirm that the information provided in this nomination is accurate to the best of my knowledge.

Signature:

Date:

Item 20. Correspondence

A letter of thanks has been received from Kent Air Ambulance Charity following receipt of £500 granted to them by BPC.