



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

**Clerk** Mrs Pauline Bowdery    **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 13 March 2018 at Beechen Hall, Wildfell Close, Walderslade**, commencing at 7:30pm when it is proposed to transact the following business:

**1. Apologies and non-attendance**

To receive apologies from members unable to attend.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying.**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**3. Minutes of the meeting of 16 January 2017**

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

**4. Matters Arising from the Minutes**

- 4.1 Minute 3066/4.1 Charitable Incorporated Organisations (CIOs). An update will be provided at the meeting.
- 4.2 Minute 3067/9 Public Works Loan. To receive a verbal update on the application.
- 4.3 Parish Councillor Internal Audit. Date to be arranged.
- 4.4 Any other matters arising from the minutes, but not on the agenda.

**Adjournment to enable members of the public to address the meeting.**

**5. Financial report.**

- 5.1 Reconciliation of accounts reports (page 3).
  - 5.1.1 Cooperative Bank.
  - 5.1.2 HSBC Beechen Hall.
  - 5.1.3 Unity Trust Bank.
  - 5.1.4 Santander Investment Bond.
  - 5.1.5 Barclays Bank.
  - 5.1.6 Lloyds A.
  - 5.1.7 Lloyds B
  - 5.1.8 Nationwide Beechen Hall.
  - 5.1.9 Nationwide PC.
- 5.2 Investments report (pages 3-4 ).
- 5.3 Income/Expenditure report as at 28.02.2018. See report (pages 15-18).
- 5.4 Financial Reports. See report (pages 4-5).
- 5.5 Trial Balance (05/03/2018). See report (page 6).
- 5.6 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.

**6. Personnel matters**

- 6.1 TOIL, training, leave and sickness cover.

- 6.2 Staff appraisals. Have been completed and individual targets and aims have been agreed with staff.
- 6.3 Document updating work. A verbal update will be given at the meeting.

**7. General Data Protection Regulations (GDPR).**

To consider any issues relating to this and the planned closure of the office to complete the work.

**8 Policies and Procedures: Reports and Reviews**

- 8.1 Insurance Cover. See report (page 7).
- 8.2 Terms of Reference. See report (pages 7-8).
- 8.3 Chairman's Pendant Procedure. The Clerk has reviewed this and considers it still fit for purpose.
- 8.4 Needles/Sharps Cut Procedure. See report (pages 8-10).
- 8.5 WWG Financial issues (review). See report (page 10).

**9 Grant Requests**

- 9.1 Involve Kent. See report (pages 11-12).
- 9.2 Five Acre Wood School. See report (pages 13-14).

**10 Matters for Information**

To receive notification of any.

**11 Date of Next Meeting**

Tuesday 22 May 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 14 May 2018.

In view of the confidential nature (personal details and data) on the Enforcement item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

**12. Contingency Fund and Budget adjustments**

To consider the employment of a Data Protection Officer and make any necessary adjustment to the 2018/2019 Budget. See report (page 14) and confidential enclosure.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 6 March 2018

Issues to be returned to agenda as they develop: Reserves Policy Review as needed.

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

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 13 March 2018.**

**The Chairman will assume that these have been read prior to the meeting.**

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

**Item 5. Financial report.**

**Item 5.1. Reconciliation of accounts.** *Purpose of the report. To safeguard the parish council's funds and to ensure a robust method of maintaining the accounting system is in place. Periodic reconciliations are required, the Parish Council decides how many and when and the F&GPC undertakes these at each meeting.*

For the information supplied below to be verified the Chairman will have the original supporting documents, including the latest bank statements.

**Account closing balances.**

Item	Statement Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	04.01.18	Coop General Account	£22,122.52
5.1.2	06.02.18	HSBC Beechen Hall	£25,988.33
5.1.3	13.02.18	Unity Trust Bank (UTB)	£57,492.00
5.1.4	01.08.17	Santander Investment Bond (matures 01.08.18)	£76,196.54
5.1.5	25.07.17	Barclays Bank	£41,439.25
5.1.6	26.06.17	Lloyds A (matures 08/05/2018)	£50,646.27
5.1.7	31.01.18	Lloyds B (matures 26/04/2018)	£25,027.73
5.1.8	05.04.17	Nationwide Beechen Hall (£55,000 matures 4 June 2018, remainder stays in a 95 day saver account which rolls over)	£55,873.90
5.1.9	31.10.17	Nationwide Parish Council (now 95 day saver account which rolls over)	£19,999.66
		<b>Total</b>	<b>£374,786.20</b>

**5.2 Investments.**

*Purpose of the report.* To safeguard the parish council's funds and to ensure a robust accounting procedure any investment transaction requires prior approval by the F&GPC.

Clerk's note: In view of the income that is expected members guidance is sought on the investment strategy. The following table shows dates of receipt of expected income which will take the parish council over the Financial Compensation Scheme threshold £75,000 - £85,000 on the UTB account..

A PWL (£90,000) has been applied for, not included in the table below as if successful it is not known when it will be paid.

Date	<b>BANK ACCOUNTS chronological forecast of estimated likely available funds</b>		
<b>April 2018</b>			
01	Coop General Account	21,122	
01	HSBC Beechen Hall	24,500	
01	Unity Trust Bank (UTB)	30,000	
01	Barclays Bank Instant access	41,439.25	
Approx. 8th	Unity Trust Bank + Precept of £107,437	131,437	? Move £40,000 to Barclay's
			If PWL successful move £35,000 to Lloyds B and reinvest for 3 months
	Lloyds B (matures 26/04/2018)	25,027.73	
<b>May 2018</b>			
08.05	Lloyds A (matures 08/05/2018)	50,646.27	
04.06	Nationwide Beechen Hall (£55,000 matures 4 June 2018, remainder stays in a 95 day saver account which rolls over)	55,000	
<b>August 2018</b>			
01	Santander Investment Bond (matures 01.08.18)	76,196.54	
<b>95 day notice funds</b>			
	Nationwide Beechen Hall 95 day saver account which rolls over)	873.90	
	Nationwide Parish Council (now 95 day saver account which rolls over)	19,999.66	

#### **5.4 Financial Reports.**

Deferred from November/January meeting. RFOs Report.

At the September F&GPC meeting members discussed the reports produced for the F&GPC and Cllr Hayday e-mailed his ideas for improvements. He is suggesting that a trial balance is produced for each F&GPC meeting with a view to having a cross reference with the sums on the bank statements and Income and Expenditure report. A trial balance can

be done with a minimum of impact on office time unfortunately the accounting system has limitations on how this can be linked to the other documents.

The following problems have been identified as causing problems in trying to cross reference figures

- The trial balance report is closed and there is no flexibility for the period it is produced, this means that it is only relevant for the day it is printed off. Regardless of the date/month any inputting into the accounting system updates this document.
- The bank statements on the 3 most active accounts come in at different dates.
- At the end of each month the accounts have to be closed (Month end closure) but this can only be done once all the bank statements have been received and all inputting for that month is completed. This month end closure can be 7 -14 days into the next month.
- The Income& Expenditure Report is produced for the F&GPC meeting (so every two months) and it is placed on the F&GPC agenda.
- The F&GPC agenda is normally supplied a week before the meeting and this can easily be before the month end closure.
- It could be possible to produce reports that could be cross referenced but it would probably require manual amendments to the reports that can be saved as excel documents and the RFO considers that this defeats the object of there being a check to try to detect anomalies or fraud.

The parish council is required to meet the Accounts and Audit Regulations 2015 and the guidance in The Practitioners Guide and in September the Clerk undertook a review to ensure the council was still complying and that its checks and processes of internal audit were still relevant which they were.

Members have to decide what auditing processes and reporting systems/processes they require but these cannot go below the standards set in the regulation and guidance. Regardless of whether it is F&GPC or any other committee when deciding on any new system or process members should be totally clear as to why they are requiring something to be produced or introduced so that every member understands the purpose of what is being proposed and can consider a) whether there is a need, b) the impact on the agenda and c) the impact on office time, this is not only for financial reports this is for all requests for additional or new work.

## 5.5 Trial Balance as out 5 March 2018

(Printout states 31 March because it is an electronically produced closed statutory document in a tamper-proof format). It is used rather than the another trial balance document as this one includes the previous year's report. *Purpose of report. Members requested a trial balance every 4 months.*

Printed on : 05/03/2018		Boxley Parish Council	
At : 09:20		Balance Sheet as at 31 March 2018	
31st March			31st March
	Current Assets		
1,022	Debtors	1,022	
5,304	VAT Control Account	1,542	
19,539	HSBC General Account	21,320	
7,845	Unity Trust Account	58,174	
25,779	Co-Op General Account	21,142	
75,628	Santander Investment Bond	76,197	
16,439	Barclays Bank Account	41,439	
50,583	Lloyds 3 mth	50,646	
25,366	Lloyds 12 Mnths	25,028	
55,874	Nationwide Beechen Hall	55,874	
60,750	Nationwide Parish Council	20,000	
150	Petty cash control account	150	
0	Creditors	115	
<u>344,278</u>		<u>372,648</u>	
<b>344,278</b>	<b>Total Assets</b>	<b>372,648</b>	
	Current Liabilities		
220	Unity Corporate Multipaycard	3	
2,135	Creditors	0	
525	Accruals	0	
2,686	Receipts In Advance	3,866	
212	Unpaid Wages, PAYE&NI Due, Sup	0	
0	Damage Deposits	285	
495	Holding Deposits	510	
0	Allotment Deposits	15	
<u>6,274</u>		<u>4,679</u>	
<b>338,004</b>	<b>Total Assets Less Current Liabilities</b>	<b>367,969</b>	
	Represented By		
69,220	General Reserves	99,185	
268,784	Earmarked Reserves	268,784	
<u>338,004</u>		<u>367,969</u>	

## Item 8 Policies and Procedures: Reports and Reviews

### 8.1 Insurance Cover

The parish council's insurance cover is updated as needed. Changes required due to the planned extension will be undertaken. The policy is due for renewal at the beginning of June and last year the F&GPC:

... **Received and noted** the comparison report for renewing the PC-General policy and **agreed** to renew with the current provider for one year to bring it in line with the Beechen Hall policy for possible advantages of scale.

The office will doublecheck that all cover that is needed is in place so it can advise the insurance company prior to their sending out the renewal notice, expected late April/early May.

As the next F&GPC meeting is not until 22 May so do members have any advice on the number of years they may wish to renew for or are they happy to decide out of meeting via an e-mail?

### 8.2 Terms of Reference.

An annual review is scheduled for the following so that any requests for changes can be taken to the April Parish Council meeting.

#### Role

The role of the Finance and General Purposes Committee is to oversee/manage the following aspects of the financial administration of the Parish Council including arrangements for the preparation and audit of the Council's systems and accounts. Deal with the employment of office staff and personnel issues relating to all staff and such other general administration matters as may be decided by the Parish Council.

#### Responsibilities

The Finance and General Purposes Committee shall:

1. Develop and, where necessary, recommend to the Parish Council policies and procedures for the financial management of the Council. Advise the Parish Council and committees as necessary.
2. Oversee the investment strategies of the Parish Council and advise accordingly.
3. Receive and consider annual draft budgets prepared by each Committee or budget holders.
4. Recommend an annual budget and precept for the Council
5. Maintain an overall view of manpower requirements and the allocation of manpower resources and to deal with matters pertaining to staff, subject to all new posts on the council establishment being approved by the Council.
6. Deal with the appointment of office staff.
7. Deal with personnel matters generally and in particular;
  - 7.1 Establishment of new positions.
  - 7.2 Recruitment and appointment procedures for office staff and, where necessary, to guide/advise the Estates Committee on such procedures for the recruitment and appointment of the Caretaker, Relief Caretakers and such other staff as may be appointed to service the Estate.
  - 7.3 All Training.
  - 7.4 All Staff Welfare.
  - 7.5 Terms and Conditions of Service for office staff.
  - 7.6 All staff disciplinary and grievance issues.

- 7.7 All staff matters arising under legislation relating to contracts of employment and industrial relations.
- 7.8 Matters relating to all staff under Health and Safety Legislation.
- 8. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.
- 9. Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
- 10. Consider requests to vire, where necessary, from the Contingency Budget to other budget headings.
- 11. Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that the Council is adequately insured.
- 12. Receive and review Audit Reports and ensure the implementation of any recommendations.
- 13. Deal with requests for grants\* and Section 137 donations. \*Excluding Village Hall Grants which come under the remit of the Estates Committee.
- 14. Make recommendation to the Council on the implications of applying for a Public Works Loan. If approved to manage the council's loan debt.

**Committee Budget**

- 1. To draft the budget and decide priority ratings for the Finance and General Purposes Committee (for consideration with the recommendations from other committees).
- 2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
- 3. To manage, according to Financial Regulations, contracts and tenders for any projects within the budget of the committee.

**Membership**

- 1. The Committee shall consist of up to eight councillors, including as per standing orders, the Chairs and Vice Chairs of the Parish Council and committees.
- 2. The committee may appoint working parties to undertake any specific project work as necessary

**Other.**

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee.

**8.4 Needle/Sharps Cut Procedure.**

BPC's Estates Committee has a policy on Collection of Sharps that is also used for volunteer litter pickers. As the policy primarily deals with the procedure for clearing sharp materials Cllr Dengate asked that it be reviewed in order to include a procedure for dealing with the immediately with an injury and then ongoing support.

EU law (the "Sharps Directive") came into force in the UK on 11 May 2013. It covers the Healthcare sectors but BPC, as an employer with a Duty of Care to its staff, should have a policy recognising that there could be an issue with sharps or sharp materials and advising appropriate handling.

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## Current Policy **Collection of 'sharp' materials e.g. syringes.**

Occasionally members of staff may be faced with having to dispose of 'sharp' material from the hall and car park. Staff are reminded that they are responsible for their own health and safety and also that of the hirers/users at the hall.

After the material (e.g broken glass, syringe) has been found the immediate area must be isolated. This could involve placing chairs, a bucket or box over the offending item or around it. This will allow time for the member of staff to collect the relevant items to clear the material.

Staff must arrange to clean up and dispose of the material as a matter of urgency. **This should not be by hand.** Implements that can be used are a litter picker, dustpan and brush or shovel. Should there be no alternative to using hands then the onus is on the member of staff to act with caution to safeguard their own health and safety. Strong gloves must be used at all times.

When transporting the material it must be carried in a bucket or box, plastic or black bags are not acceptable as the 'sharps' could puncture the material leading to health and safety risks.

Items such as broken glass must be disposed of directly into the outside Eurocart bin. Syringes are to be placed in the official orange and yellow sharps box on the window sill in the office store room. The Clerk must be notified of the incident and given details of where the syringe was found etc. A report must also be submitted to the Estates Committee and if necessary the police. The parish office will, when necessary, arrange for disposal of the container at the local surgery.

Members of staff are responsible for their own health and safety however, In the event of injury whilst disposing of 'sharp' materials you are required to assess the situation and if necessary go the A & E department of your local hospital and provide a report to the Parish Council.

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In researching the issue the Clerk has identified the following which should be added to the above policy.

### **1. What to do if you receive a sharps injury**

If you suffer an injury from a sharp which may be contaminated:

- Encourage the wound to gently bleed, ideally holding it under running water
- Wash the wound using running water and plenty of soap
- Don't scrub the wound whilst you are washing it
- Don't suck the wound
- Dry the wound and cover it with a waterproof plaster or dressing
- Seek urgent medical advice
- Report the injury to your employer.

A member of staff or public is put at risk if the skin is punctured as there is the potential for infection of transmission of infection should the instrument be blood contaminated. Such injuries will obviously cause anxiety and distress to those affected.

The parish council could expand the policy, and note has been taken of some of Cllr Dengate's comments, by including statements on:

2. The 'upwards' reporting method after the immediate report is received.
3. The need to investigate how the injury occurred and to identify appropriate action that might stop further similar injuries etc.
4. Where an employee has been medically advised that they may have been exposed to a bloodborne virus, ensure they have been offered NHS advice and counselling. Should this not be forthcoming on the NHS the parish council to source an, if necessary pay, for such advice/counselling.

5. Allow staff paid leave to attend medical and counselling appointments.
6. Report back to the member of staff the results of any investigation or changes.
7. Offer any other form of support that might be appropriate to the situation.

Volunteers could have support via 1, 2, 3,6 and 7 added to the litter pick policy as an advisory note and a statement .In the event of injury whilst disposing of 'sharp' materials you are required to assess the situation and if necessary go immediately to the A & E department of your local hospital and provide a report to the Parish Council.

## **8.5 WWG Financial issues (review).**

### **Walderslade Woodlands Group Financial issues**

#### **Procedure for arranging for soliciting and considering tenders for work identified by Walderslade Woodlands Group.**

The following procedure will be followed and the parish office will keep the paper trail.

1. WWG decide what work is to be done.
2. WWG Check there is a budget or go for grants.
3. WWG apply for relevant permissions, c.c. parish office.  
At point 2 or 3 parish office sets up a file for the project.
4. WWG submits/sends a draft/completed job spec etc. to parish office.
5. WWG sends out for tenders which are to be returned to parish office by a deadline date identified by WWG.
6. Deadline date - parish office collates tenders and delivers them to WWG.
7. WWG decide which tender to go for. If not lowest tender then group must indicate why they have chosen a particular tender.
8. Parish office places order.
9. WWG project manage and then 'sign it off' as completed.
10. Parish office raises cheque.
11. File closed and filed away.

#### **Imprest Account**

WWG Chairman is permitted to run an imprest account.

#### **Expenditure**

The Clerk and WWG Chairman agree on expenditure to replace tools, buy provisions etc. and as long as it is for the day to day management of the woodlands it need not be reported to the parish council. Large scale or unusual expenditure requests are to be flagged to the parish council.

#### **Earmarked Reserves**

To build up funds for large scale projects or costly equipment WWG is allowed to 'save' unspent annual grant into the parish council's earmarked reserve. Once the threshold of £10,000 is reached the F&GPC will request that WWG justify the need for reserves.

**Item 9 Grants NOTE- once the 2017/18 budget has been used, any grant approved before 31/3/18 must come from 2018/2019 funds unless contingency fund is released.**

**9.1 Involve Kent.**

Copy of End of Year accounts received via e-mail 31/01/2018.

Finance Committee 15th November 2011

**Boxley Parish Council Grant Application Form.**

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail [clerk@boxleyparishcouncil.org.uk](mailto:clerk@boxleyparishcouncil.org.uk).

Application from

Title/organisation	Involve Kent
Contact details	Maidstone Community Support Centre 39-48 Marsham Street Maidstone ME14 1HH
Telephone/email	<a href="mailto:Marie.tomblin@involvekent.org.uk">Marie.tomblin@involvekent.org.uk</a> 01622 677337

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

Attached is an overview of the work Involve does. We are seeking a contribution of £500 towards the support of volunteers (recruitment, training, support and expenses) who devote time, energy and enthusiasm to helping so many of our beneficiaries. For instance we have 170 Community Transport volunteers who last year undertook 7000 trips to take older, disabled or vulnerable people to medical appointments, social care or other support services, visits to loved ones in hospital or care homes etc.

Involve currently supports approximately 319 people in the Boxley Parish.

If applicable, registered charity reference number. 1066911

Have you included a copy of the last year end accounts? YES

Are there any restrictions placed on who can use/access the services. NO.  
Please supply details of any restrictions.

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

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

Signed..... date 31/1/18

**Statement of understanding.**

**I have read and understood the Boxley Parish Council Grants Policy and Procedure**

**information. and if a grant is awarded the organisation agrees to abide by the conditions outlined.**

Signed..... date 31/1/18

Position organisation Grants fundraiser at Involve Kent in

31st January 2018

Dear Councillors

I'm writing to let you know about Involve's services in case your Parishioners could benefit and also ask you to consider making a donation to our work.

Involve has been established since 1975 and works to improve the mental and physical health of socially disadvantaged people. Involve achieves this by delivering services in the heart of the community for isolated and vulnerable people, focusing on people of all ages who are caring and/or have mental health issues and older people many of whom have physical disabilities or long term health conditions.

Involve exists to support, enable and value giving in all its forms. This includes caring, volunteering, peer support, skill sharing, giving views to shape policy, social and community action, philanthropy and corporate social responsibility. We reduce social isolation and improve wellbeing by bringing people together to help and support each other, recognising and enhancing everyone's potential to improve their lives and the lives of others.

Our three core areas;

### **Health and wellbeing**

To improve the health and wellbeing of disadvantaged, marginalised or vulnerable people by unleashing their potential to contribute to society and give to others. Build the confidence, skills, independence and resilience of people who have or are at risk of having mental health issues, by providing opportunities to come together, share experiences and give to others. Encourage community cohesion and tackle discrimination and stigma by evidencing the value and contribution of all people and communities.

### **Carers**

We improve the health, wellbeing and independence of Carers of all ages including young carers. We support Carers in their caring role; enabling people to provide unpaid support to a family member or friend who could not manage without help. We value and enhance the contribution Carers make to society by giving their time and support to others.

### **Older People**

We improve the health, wellbeing and independence of older people by bringing people together. We facilitate and develop volunteering to provide practical support, information and advice, leisure, learning, health, wellbeing and social activities for older people. We value and enhance the contribution older people make to society by sharing their experience, wisdom, time and skills. Across all services in the last year, we have supported 5,110 beneficiaries with the help of 425 volunteers who play a key role in helping people keep connected, develop confidence and take control of their lives. We know from our monitoring reports that individual volunteers have developed strong relationships with beneficiaries; these relationships provide personal connections, reduced isolation and increased inclusion. Our Volunteers are often helping those who were excluded, isolated or at risk of isolation connect with other people and with society generally.

Giving a donation helps Involve continue to support so many people in our community. We use funding carefully to ensure we have the greatest impact where it is needed most.

A short film about Involve's impact is available here <https://www.youtube.com/watch?v=Jrk5pB2gjV4>

Please don't hesitate to contact me if you require further information or leaflets posting out.

**9.2 Five Acre Wood School.**

A copy of the financial accounts has been received.

**Boxley Parish Council Grant Application Form.**

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail [clerk@boxleyparishcouncil.org.uk](mailto:clerk@boxleyparishcouncil.org.uk).

Application from

Title/organisation	Friends of Five Acre Wood School
Contact details	Alexandra Meaders - Fundraiser Five Acre Wood School Boughton Lane Kent ME15 9QF
Telephone/email	01622 743925 ext. 185 <a href="mailto:ameaders@five-acre.kent.sch.uk">ameaders@five-acre.kent.sch.uk</a>

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

**I am requesting a donation towards our campaign "Create a ripple...MAKE A SPLASH!" – see enclosed separate sheet.**

If applicable, registered charity reference number. **1153151**

Have you included a copy of the last year end accounts? **YES**

Are there any restrictions placed on who can use/access the services. **See enclosed sheet**  
Please supply details of any restrictions.

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

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

Signed [redacted] ... date 22.1.18

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

Signed... [redacted] .....date 22-1-18

Position fundraiser in  
organisation.....

#### Grant request to Boxley Parish Council – 22 January 2018

I am applying for a donation towards the campaign "Create a ripple...MAKE A SPLASH!" which will raise £250,000.00 in 2018 / 19 towards the cost of a new Hydrotherapy Pool for Five Acre Wood School.

Five Acre Wood School is an outstanding all age (2-19) day District Special School for children and young people with Profound, Severe and Complex Learning Difficulties, including Autistic Spectrum Disorder. We have over 370 students attending and staff numbering 252. Hydrotherapy is an essential part of our students' learning plans, its beneficial effects in terms of improved physical movement, self-esteem, independence and fun cannot be overestimated. Seventeen of our students live in the Parish of Boxley – the highest number in any single parish.

This campaign is seeking donations from businesses, schools, organisations, societies and groups for any amount they can give. The idea being that a donation no matter how large or small WILL have an effect on the total amount needed, in the way that a stone, no matter how large or small, creates a ripple or a splash, the effects of which are felt ever outwards.

Once constructed, the Hydrotherapy Pool will be used mainly by our students however, it will be made available to other groups and organisations during holidays and possibly weekends. Direct external access without necessitating access to the whole school has been built into the plans.

If you do have any further questions about the campaign, our school or the pool, please do not hesitate to contact me.

### **Item 12 Contingency Fund and Budget adjustments**

The parish council must appoint a Data Protection Officer (DPO) to audit its compliance with the General Data Protection Regulations (GDPR).

The DPO's responsibilities are as follows.

- to understand the nature, scope, context and purposes of the council's or parish meeting's processing activities and associated risks;
  - to be involved in the council's or parish meeting's decisions/activities which have data protection law implications;
  - to inform, advise and make recommendations to the council or parish meeting in respect of data protection law compliance;
  - to monitor and audit the council's or parish meeting's compliance with data protection law;
  - to raise awareness of data protection law with councillors and staff in a council or with the chairman and staff, if any, of a parish meeting.
  - to directly report to the "highest management level" (for a council, this would be full council)
  - to assist the council or parish meeting in carrying out privacy impact assessments when these are necessary;
  - to be the contact point for the Information Commissioner's Office (ICO) and for data subjects; and
  - to be consulted by council or parish meeting if a data breach has occurred
- Notwithstanding the remit of the DPO's responsibilities, GDPR confirms that the council or parish meeting is responsible for compliance with data protection law, not the DPO.

**Item 5.3** Income/Expenditure report 5 March 2018

*Purpose of the report – The Parish Council is required by the Accounts and Audit Regulations 2015 to monitor its Expenditure against Income and Budget. The Parish Council has to ensure itself that the Responsible Financial Officer, acting on behalf of the Parish Council, has put in place arrangements for effective financial management, and has maintained an adequate system of internal control and risk management.*

Due to work in the office it has not been possible to transfer the document below to the format members prefer.

Clerk's explanation of codes over/underspent.

100/4035 and 260/4035. Parish office and Beechen Hall Rates. The changes to the way the MBC calculated the rates occurred after the budget was set. There was a significant reduction in the rates being charged hence the large underspend.

150/4275 Walderslade Woodland Group. Overspend is caused by the group using some of their earmarked reserves to buy equipment etc.

260/4040 Licences/leases. A decision to split the photocopier lease charge 50/50 between the office and Beechen Hall to more accurately reflect the use of the copier has resulted in an over spend on this budget.

240/4500 Grounds Maintenance Contract. This is underspent as the number of grass cuts were reduced due to the dry summer. The contract allows for less cuts if fewer are needed. This has been queried with the contractor and they have confirmed the final invoice as correct.

300/4801 Seat Timber Tops. MBC dictated the design and material of the seat that they would allow.

150/4285 Vinters Valley. BPC is paying the bill for servicing machinery and the remaining grant will then be paid to the Trust before year end.

Detailed Income & Expenditure by Budget Heading 05/03/2018

Month No: 11

Cost Centre Report

	Actual Current MB	Actual Year To Date	Current Available	Variance Actual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Parks Office</b>							
4000 Salaries	3,588	39,290	43,020	3,730		3,730	91.3%
4005 PAYE	1,170	12,542	13,261	719		719	94.6%
4010 Pensions	81	877	1,643	766		766	53.4%
4020 Administration	136	1,899	1,700	1		1	100.0%
4025 Audit	0	25	400	375		375	6.3%
4026 Bank/Credit Card Charges	3	93	0	(93)		(93)	0.0%
4030 Books and Publications	0	0	60	60		60	0.0%
4035 Rates	0	606	1,684	1,078		1,078	36.0%
4040 Licences/Leases	138	2,053	2,652	599		599	77.4%
4045 Subscriptions	0	1,634	1,675	41		41	97.6%
4050 Training/Conferences	120	216	750	534		534	28.8%
4055 Travel-Staff	50	383	596	213		213	64.3%
4210 Contingency Fund	0	350	0	(350)		(350)	0.0%
<b>Parks Office -&gt; Indirect Expenditure</b>	<b>5,287</b>	<b>59,769</b>	<b>67,441</b>	<b>7,672</b>	<b>0</b>	<b>7,672</b>	<b>88.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,287)</b>	<b>(59,769)</b>					
<b>110 General Parks Council</b>							
4100 Hire of Halls	0	346	380	35		35	90.8%
4105 Insurance	0	1,727	2,381	654		654	72.5%
4115 Publicity	610	7,713	7,925	212		212	97.3%
4120 Website Admin	0	0	330	330		330	0.0%
4125 Referendum	0	0	15,000	15,000		15,000	0.0%
<b>General Parks Council -&gt; Indirect Expenditure</b>	<b>610</b>	<b>9,784</b>	<b>26,016</b>	<b>16,232</b>	<b>0</b>	<b>16,232</b>	<b>37.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(610)</b>	<b>(9,784)</b>					
<b>120 Councillor &amp; Subsistence Allow</b>							
4150 Chairman's Allowance Personal	9	108	129	21		21	83.4%
4155 Chairman's Allowance Civic	0	85	250	165		165	34.1%
4160 Councillor's Allowance/PAYE	346	3,796	4,107	311		311	92.4%
4165 Subsistence	0	77	100	23		23	77.2%
<b>Councillor &amp; Subsistence Allow -&gt; Indirect Expenditure</b>	<b>354</b>	<b>4,066</b>	<b>4,586</b>	<b>520</b>	<b>0</b>	<b>520</b>	<b>88.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(354)</b>	<b>(4,066)</b>					
<b>130 Finance</b>							
1076 Precept	0	107,437	107,437	0			100.0%
1090 Interest Received	0	688	1,863	1,175			36.9%
1100 Parish Service Scheme	0	13,711	13,611	(100)			100.7%
1130 Other	0	2,897	0	(2,897)			0.0%
<b>Finance -&gt; Income</b>	<b>0</b>	<b>124,533</b>	<b>122,911</b>	<b>(1,622)</b>			<b>101.3%</b>

Detailed Income & Expenditure by Budget Heading 05/03/2018

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Available	Variance Actual Total	Committed Expenditure	Funds Available	% Spent
4210 Contingency Fund	0	4,067	27,382	23,315		23,315	14.9%
4220 Land Aquisition	0	0	52,831	52,831		52,831	0.0%
<b>Finance :- Indirect Expenditure</b>	<b>0</b>	<b>4,067</b>	<b>80,213</b>	<b>76,146</b>	<b>0</b>	<b>76,146</b>	<b>5.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>120,467</b>					
<b><u>150 Grants</u></b>							
4270 Other Grants	0	2,091	2,000	(91)		(91)	104.5%
4275 Walderslade Woods Group	0	6,996	5,177	(1,819)		(1,819)	135.1%
4280 Village Hall Grants	0	0	1,500	1,500		1,500	0.0%
4285 Winters Valley Park LNR	0	896	6,214	5,318		5,318	14.4%
4290 Friends of Boxley Warren	0	42	568	526		526	7.3%
<b>Grants :- Indirect Expenditure</b>	<b>0</b>	<b>10,025</b>	<b>15,459</b>	<b>5,434</b>	<b>0</b>	<b>5,434</b>	<b>64.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(10,025)</b>					
<b><u>220 Burial Ground</u></b>							
1200 Burials	0	525	1,250	725			42.0%
<b>Burial Ground :- Income</b>	<b>0</b>	<b>525</b>	<b>1,250</b>	<b>725</b>			<b>42.0%</b>
4045 Subscriptions	0	90	92	2		2	97.8%
4420 Admin Fee	0	0	250	250		250	0.0%
<b>Burial Ground :- Indirect Expenditure</b>	<b>0</b>	<b>90</b>	<b>342</b>	<b>252</b>	<b>0</b>	<b>252</b>	<b>26.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>435</b>					
<b><u>230 Green Spaces</u></b>							
4210 Contingency Fund	0	0	2,000	2,000		2,000	0.0%
4400 Maintenance	19	1,325	2,500	1,175		1,175	53.0%
4450 Boxley Village Green	0	0	500	500		500	0.0%
4460 WDJ Orchard	0	179	500	321		321	35.8%
<b>Green Spaces :- Indirect Expenditure</b>	<b>19</b>	<b>1,504</b>	<b>5,500</b>	<b>3,996</b>	<b>0</b>	<b>3,996</b>	<b>27.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(19)</b>	<b>(1,504)</b>					
<b><u>240 Grounds Maintenance</u></b>							
4500 Grounds Maintenance Contract	0	5,981	7,967	1,986		1,986	75.1%
4505 Roundabout Maintenance	0	0	306	306		306	0.0%
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>0</b>	<b>5,981</b>	<b>8,273</b>	<b>2,292</b>	<b>0</b>	<b>2,292</b>	<b>72.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(5,981)</b>					

	Actual Current MB	Actual Year To Date	Current Annual Total	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>270 Beecles Hall projects</u></b>							
4650 Noticeboards	0	0	300	300		300	0.0%
4705 Internal Decoration	0	0	500	500		500	0.0%
4710 External Decoration	0	0	500	500		500	0.0%
4715 Floor	0	4,040	15,000	10,960		10,960	26.9%
4716 Extension Project	0	3,280	25,000	21,720		21,720	13.1%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
4718 Toilet Refurbishment	0	0	25,000	25,000		25,000	0.0%
<b>Beecles Hall projects - Indirect Expenditure</b>	<b>0</b>	<b>7,320</b>	<b>68,300</b>	<b>60,980</b>	<b>0</b>	<b>60,980</b>	<b>10.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(7,320)</b>					
<b><u>280 Allotments</u></b>							
1280 Allotment Income	0	992	960	(32)			103.3%
<b>Allotments - Income</b>	<b>0</b>	<b>992</b>	<b>960</b>	<b>(32)</b>			<b>103.3%</b>
4020 Administration	0	7	30	23		23	22.4%
4105 Insurance	0	255	255	0		0	99.8%
4400 Maintenance	0	1,315	2,300	985		985	57.2%
<b>Allotments - Indirect Expenditure</b>	<b>0</b>	<b>1,576</b>	<b>2,585</b>	<b>1,009</b>	<b>0</b>	<b>1,009</b>	<b>61.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(584)</b>					
<b><u>300 Environment</u></b>							
4801 Seat - Timber Tops	0	830	3,000	2,170		2,170	27.7%
4802 Highway Projects	0	0	40,000	40,000		40,000	0.0%
<b>Environment - Direct Expenditure</b>	<b>0</b>	<b>830</b>	<b>43,000</b>	<b>42,170</b>	<b>0</b>	<b>42,170</b>	<b>1.9%</b>
4800 Street Maintenance	0	(19)	15,000	15,019		15,019	(0.1%)
<b>Environment - Indirect Expenditure</b>	<b>0</b>	<b>(19)</b>	<b>15,000</b>	<b>15,019</b>	<b>0</b>	<b>15,019</b>	<b>(0.1%)</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(811)</b>					
<b>Grand Totals - Income</b>	<b>2,373</b>	<b>166,487</b>	<b>172,345</b>	<b>5,858</b>			<b>96.6%</b>
<b>Expenditure</b>	<b>8,643</b>	<b>136,522</b>	<b>382,967</b>	<b>246,445</b>	<b>0</b>	<b>246,445</b>	<b>35.6%</b>
<b>Net Income over Expenditure</b>	<b>(6,270)</b>	<b>29,965</b>	<b>(210,622)</b>	<b>(240,587)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(6,270)</b>	<b>29,965</b>					