



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Daniela Baylis **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 **Monday 20 January 2020** 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 held on 18 November 2019

To consider the minutes of the meeting (pages 3-5) and if in order to sign as a true record.

4. Matters Arising from the Minutes

- 4.1 Minute 3310/4.3 Cyber Crime and GDPR. No update work ongoing.
- 4.2 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 report (pages 6).
- 5.2 Income/Expenditure report as at 31.12.19. See report (pages 7-10).
- 5.3 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.
- 5.4 Investments Report. See report (pages 10-11).
- 5.5 General/Earmarked Reserves. See report (page 11).

6. Budget (page 12)

- 6.1 To agree the budget for 2020/21 for recommendation at Full Council
- 6.2 To agree the Precept for recommendation at Full Council

7. IT and website Update on progress with new website (page 12).

8. Contingency Fund and Budget adjustments

To consider any requests for adjustments

9. Setting up of a new bank account (page 12).

10. Personnel matters

- 10.1 TOIL, training, leave and sickness cover. (Clerk to report to meeting).

11. Policies and Procedures: Reports and Reviews

Policies and Procedures Review Calendar (Report to follow)

12. Grant Applications

None received at the time of this Agenda

13. Matters for Information

To consider any information received.

14. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 January 2020.

15. Date of Next Meeting

Monday 16 March 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Motion to exclude members of the Press and Public on the grounds that the following item concerns a named member of staff

16. Personnel issues

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 14 January 2020

Issues to be returned to agenda as they develop: None.

Note to all councillors: you are welcome to attend and speak at 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.

