



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk 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 **Tuesday 26 May 2020 by Conference Call starting at 7.30pm**

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.

3. Minutes of the meeting of 16 March 2020 (Pages 3-5)

To consider the minutes of the meetings and if in order to sign as a true record.

4. Matters Arising from the Minutes

4.1 **Minute 3364/5.4 Investments Report.** It was agreed to transfer the £50,000 returned Lloyds investment from the Coop General Account to Barclays and then reinvest it in the existing Lloyds account when it comes up for renewal on the 29 April 2020. Due to the current situation this has not been done and will be done at the next renewal.

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 report (page 5).

5.2 Income/Expenditure report as at 15.5.2020. See report (pages 6-10).

5.3 Petty cash reconciliation. (Verbal report)

5.4 Investments Report. See report (page 10-11).

5.5 Public Works Loan. The third instalment was paid on 1 April.

6. End of Year Accounts and Annual Governance and Accountability Return (AGAR)

6.1 Balance sheet as of 31 March 2020 (Page 12)

6.2 Income and expenditure account for year ended 31 March 2020 (Page 13)

6.3 Working details for Annual Return (Pages 14-16)

6.4 AGAR 31 March 2020 (Page 17)

6.5 Detailed income and expenditure by budget heading 31 March 2020 (Pages 18-22).

6.6 To consider a recommendation to full Council regarding adoption and signature by its Chairman.

7. Earmarked Reserves (page 23)

8. Changes to IT and website

To consider the current and future needs of the parish council. See report (page 24).

9. Insurance and Assets (Page 24)

10. Policies and Procedures: Reports and Reviews

10.1 Policy Review Schedule (Pages 24-28)

11. Loss of Income/Expenditure from Closure of Beechen Hall (Page 28)

12 Matters for Information

To receive information.

13 Items for Next Agenda

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

14 Date of Next Meeting

Monday 20 July 2020, possibly at Beechen Hall otherwise by conference call, commencing at 7.30 p.m.

The Chairman to move that in view of the confidential nature (personnel issues) of the business about to be considered that the press and public be excluded from the meeting.

15 Personnel matters

15.1 TOIL, training, leave and sickness cover."

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 19 May 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.