



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade,
Chatham, Kent. ME5 9RU

☎ 01634 861237

✉ clerk@boxleyparishcouncil.org.uk

Clerk: Mrs 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

There will be a meeting of the Finance & General Purposes Committee on 19 May 2025 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU at 6.00pm

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Apologies and Non-Attendance**
- 4. Declaration of Interests, Dispensations, Predetermination or Lobbying.**
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.
- 5. Motion to exclude the Press and Public from items in the Confidential Section**
- 6. Minutes of the meeting of 19 March 2025**
To consider the minutes of the meeting and if in order sign as a true record.
- 7. Matters arising from the minutes**
 - 7.1 None.
 - 7.2 Any other matters arising from the minutes, but not on the agenda.

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

- 8. Financial**
 - 8.1 Bank Reconciliations
 - 8.2 Bank Account totals
 - 8.3 Finance General
 - 8.4 Net position by Cost Centre
 - 8.5 Insurance Annual review
 - 8.6 To consider the Internal Auditors final report
- 9. Policies and Procedure for Review**
 - 9.1 Policies relating to staff
 - 9.2 Chairmans Pendant Procedure
- 10. Matter for Information**
To receive information.
- 11. Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 11 July 2025.

12. Date of Next Meeting

21 July 2025 at Beechen Hall

CONFIDENTIAL SECTION

13. Personnel

13.1 TOIL, training, leave and sickness cover. (Verbal report to be given at the meeting).

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 13 May 2025

NOTE TO ALL COUNCILLORS: you are welcome to attend committee meetings even if you are not a member of that committee but only committee members may vote. If you wish to speak on any particular item then please notify the Clerk 2 days in advance of the meeting.

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.