



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 17 November 2025 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU at 6.00pm. The Chairman will assume that all Members will read the reports before attending the meeting. Members are asked to submit questions to the Clerk in advance of the meeting to enable a response to be given at the meeting.

1. Apologies and Non-Attendance

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. Motion to exclude the Press and Public from items in the Confidential Section

4. Minutes of the meeting of 22 September 2025

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

5. Matters arising from the minutes

5.1 None.

5.2 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

6. Financial

6.1 Bank Reconciliations

6.2 Bank Account Totals

6.3 Investments

6.4 Summary of Receipts and Payments

6.5 Net Position by Cost Centre and Code

6.6 Finance General

7. Policies and Procedures for Review

7.1 Policies relating to staff

7.2 IT Policy - No changes made

8. Subscriptions Annual Review

9. Appointment of Internal Auditor

10. F & GP Budget Review

11. 5 Year Strategic Plan

13. Matters for Information

To receive information.

14. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 19 December 2025.

15. Date of Next Meeting

12 January 2025 at Beechen Hall

CONFIDENTIAL SECTION

16. Personnel

16.1 TOIL, training, leave and sickness cover. (to follow).

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 11 November 2025

In accordance with policy the meeting should last no longer than 2 hours 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.

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