

Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on Monday 20 March 2023 at 7.30pm.

Councillors present: V Davies (Chairman), P Dengate, C Sheppard, I Davies, D Hubbard, K Macklin, P Huntingford and Mrs D Baylis (Clerk).

1. **Apologies and non-attendance**
Cllrs B Hinder, A Brindle, M Beckwith and D Hollands sent apologies.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
3. **Minutes of the meetings of 16 January 2023**
The minutes of the meeting were agreed.
4. **Matters Arising from the Minutes**
 - 4.1 **Any other matters arising from the minutes, but not on the agenda.**
None raised.

As no members of the public were present the meeting was not adjourned.

5. **Financial Report**
 - 5.1 **Data Entry Corrections report**
Noted.
 - 5.2 **Bank Reconciliations**
The bank reconciliations had been checked by the Chairman prior to the meeting and were in order.

The Clerk asked for permission to look at online access for those bank accounts that are still not accessible online. Councillors reported that this had been tried in the past but access was only given to one person and it had not been possible to put in sufficient safeguards. The Clerk was given permission to look at this again and see if the banks were now able to facilitate a business with multiple users with adequate audit and security features.
 - 5.3 **Income and Expenditure by Budget Heading reports**
There were still some uncorrected errors, likely due to coding issues. The Clerk would get these altered. Action Clerk.
 - 5.4 **Detailed Balance Sheet**
It was decided that this would be renamed in future agendas to avoid confusion.
 - 5.5 **Receipts and Payments 1-28 February 2023**
Noted.
 - 5.6 **VAT Control Account**
Report noted.
 - 5.7 **Employers National Insurance Contributions**
Report noted.
 - 5.8 **Regular Payments Review**
The regular payments were looked at and agreed.

6. **IT/Website/Telephone etc**

Report Noted. Cllr I Davies reported that there are still 2 BPC Facebook pages. The Clerk explained that the office did not have access to it and could not take it down themselves.

7. **Policies and Procedures for Review**

7.1 **Finance and General Purposes Committee Terms of Reference**

Agreed with one amendment.

7.2 **Chairmans Pendant Procedure**

Agreed.

8. **Matters for Information**

None.

9. **Matters for Urgent Decision**

It was proposed by Cllr Sheppard, second by Cllr I Davies and agreed with 1 against that a budget of £3,000 be set for coronation expenditure.

It was proposed by Cllr V Davies and agreed with one abstention that 4 coronation plaques for all village halls and St Johns school and some flagpole planters for Beechen Hall be purchased.

The Clerk was asked to obtain costs for a sign for the roundabout at the end of Walderslade Woods Road. Sign to read 'Boxley Parish' and contain the Parish logo and the Coronation logo. The Clerk was also asked to look at permissions and installation of the sign.

The Clerk asked for Councillors to join a working party to set up the codes for the new accounts system. Cllrs Hubbard and I Davies volunteered.

10. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 12 May 2023. **Noted.**

11. **Date of Next Meeting**

Monday 22 May 2023.
Noted.

Meeting closed at 9.01 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....