

Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on 24 July 2025 at 6.00 pm

Councillors present: Cllr C English (acting as Chair), Cllr I Davies, Cllr S Thompson, Cllr N Zand together with Mrs H Pearson (Assistant Clerk) and Cllr V Jones

1. **Apologies and non-Attendance**
Apologies were received from by Cllr A Brindle, Cllr J Akehurst and Cllr J Sampangi.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
3. **Motion to exclude the Press and Public from items in the Confidential Section.**
It was proposed by Cllr C English and seconded by Cllr S Thompson to exclude members of the public from all items in the confidential section.
4. **Minutes of the meetings of 19 May 2025**
The minutes of the meeting were signed with one amendment.
5. **Matters Arising from the Minutes**
None.

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

6. **Financial Report**
It was agreed that a briefing and training session for Councillors is required, especially for the benefit of new Councillors, and as a refresher for all. Clerk to action.
- 6.1 **Bank Reconciliations**
Clerk to circulate update.
- 6.2 **Bank Account Totals**
Noted.
- 6.3 **Finance General**
Clerk to circulate update.
- 6.4 **Summary of Receipts and Payments**
Noted. Clerk to chase up submission of VAT rate of calculation.
- 6.5 **Cost Centre Year Comparison**
Noted. Clerk to supply breakdown of cost centres and provide specific breakdowns.
7. **Policies and Procedures for Review**
 - 7.1 **Policies Relating to staff**
Noted as a reminder.
8. **Matters for Information.**
No matters for information.
9. **Items for Next Agenda**
None put forward at the meeting.
10. **Date of Next Meeting**
22 September 2025 at 6.00 pm .

CONFIDENTIAL SECTION

- 13 **Personnel**
- 13.1 **TOIL, training, sick leave and sickness cover**
Clerk to circulate update by email.

Meeting closed at 6.41 p.m.

Signed as a correct record of the proceedings.

Chairman..... Date.....