

Minutes of the Boxley Parish Council Finance and General Purposes Committee Meeting Held at Beechen Hall, Wildfell Close, Walderslade on 12 January 2026 at 6.00 pm

Councillors present: Cllr A Brindle, Cllr I Davies, Cllr J Akehurst, Cllr V Jones, Cllr C English, Cllr S Sampangi and Cllr S Thompson together with Mrs D Baylis – Clerk

1. **Apologies and non-Attendance**

Cllr Zand – apologies received
Cllr Mclean - absent

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 English, seconded by Cllr Brindle and all agreed to exclude the press and public from items in the confidential section.

4. **Minutes of the meetings of 22 September 2025**

The minutes of the meeting were agreed.

5 **Matters Arising from the Minutes**

Minute 3998 Item 5. Cllr Jones asked for an update on the TOIL policy. Cllr Akehurst confirmed that the policy is in place. The Clerk would continue to generate TOIL for all evening meetings.

Minute 3998 item 5. Cllr Thompson asked about the photocopier lease and if a timetable had been made for renewal dates. The Clerk confirmed that a full timetable of renewal dates was on the Policies and Procedures review calendar that had been on the December Parish Council Agenda.

Minute 3999 item 7.1. The IT Policy would be re-drawn and represented at the F&GP meeting in March. The Clerk needed to ensure that it complied with the new Assertion 10.

Minute 3999 item 9. Cllr Jones asked for an update. The Clerk had a quotation from KCC auditors based on last years prices. Once the prices for next year were received together with an explanation of what their in depth audit consisted of this would be presented to Councillors at the next meeting for consideration together with any other quotations received.

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

6. **Financial**

6.1 **Bank Reconciliations**

Cllr Brindle had only part completed the December reconciliation due to adverse weather conditions on the day she went to the office. Action - Cllr Brindle.

6.2 **Bank Account Totals**

Noted.

6.3 **Banking**

The Clerk explained the issues with the Nationwide Building Society Accounts and their anti-money laundering review process. It was proposed by Cllr English, seconded by Cllr Sampangi and all agreed to close the 2 accounts if the issues could not be resolved.
Action - Clerk

6.4 **Summary of Receipts and Payments**

Noted.

6.5 **Net Position by Cost Centre**

Noted.

6.6 **Finance General**

The Clerk reported that the new Visa card could be used in shops to make purchases.

6.7 **Precept Tax Base Letter**

Noted.

6.8 **To recommend the budget 2026/27**

The Budgets were looked at. The training budgets for staff and Councillors were moved from F&GP to the Personnel Budget. It was agreed to add £3,000 to the Publicity budget to cover the cost of newsletters, leaflets etc. It was agreed to add £2,000 to the Community Engagement budget to cover more community based events. It was agreed to put £12,000 of unallocated reserves into an EMR for 5 Year Plan Projects.

Subject to the above amendments and any put forward by the Personnel Committee after their meeting on the 14 January 2026, it was proposed by Cllr English, seconded by Cllr Akehurst and all agreed to put the budget forward to full Council for approval.

6.9 **Budget Summary**

Noted. This would need to be adjusted following the amendments made to the budget before presentation to full Council for approval.

6.10 **Financial Snapshot as at 5/1/2026**

Noted. It was agreed that the EMR's should be reviewed to indicate a timetable for usage. This would be looked at during the EMR review and must be coordinated with the 5 Year Plan. The Clerk said that a timetable of replacement of assets could be added to the new Asset register.

6.11 **To recommend a Precept for 2026/27**

It was proposed by Cllr Brindle, seconded by Cllr English and all agreed to recommend a Precept amount of £296,840 to full Council for the year 2026/27, subject to any change following the Personnel Committee meeting on the 14 January 2026.

7. **Policies and Procedures for Review**

7.1 **Policies Relating to staff**

Noted as a reminder.

8. **5 Year Strategic Plan**

The draft would be on the next full Council agenda. A working party would be created to look at year 1 plans and create an outline timetable. Action - Cllr Thompson.

9. **Matters for Information.**

No matters for information put forward.

10. **Items for Next Agenda**

Cllr Jones asked for the Website to be put on the next full Council agenda.

11. **Date of Next Meeting**

23 March 2026 at 6.00 pm .

CONFIDENTIAL SECTION

12. **Personnel**

12.1 **TOIL, training, sick leave and sickness cover**

Cllr Akehurst gave a report from the Personnel Committee

Meeting closed at 7.39 p.m.
Signed as a correct record of the proceedings.

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