

Boughton Monchelsea Parish Council

Finance Committee

Minutes of the Parish Council Finance Committee Meeting held at 7.30pm on 25th June 2026 in the parish office within Boughton Monchelsea village hall, pursuant to notice.

Present:

Cllrs D. Smith (Meeting Chair)
R. Martin
J. Green
D. Murray

Parish Clerk

1. Apologies : Cllr Allen
2. Filming of meetings : Nobody expressed any intention of filming the meeting
3. Notification of late items for inclusion on the agenda : None
4. To decide whether the public and press should be excluded from the meeting for any Item : No excluded items
5. Declarations of Interest in Items on the Agenda / Requests for Dispensations : None
6. Matters outstanding from minutes 12th February 2026 : No outstanding matters.
7. Minutes of the meeting held on 12th February 2026 :
The minutes of the finance committee meeting held on 12th February 2026 were agreed.
8. Finance
- 8.1 Bank reconciliation to 19th June 2026 :
The bank reconciliation was agreed by members and signed by Cllr Smith.
- 8.2 Budget monitoring report to 19th June 2026 :
The budget monitoring report was noted.

Cllr Smith noted that quotes are being obtained for the village hall roofing work. Contractors will be asked whether the work can be safely carried out during term time.

9. Discussion items
- 9.1 Review of Parish Council insurance policy and risk assessments :
The clerk had provided a summary to members of the current insurance policy provided by Zurich. It was noted that the policy will be up for renewal in September. The clerk stated that Zurich is the only insurer, from those who quoted, who can provide an annual inspection contract. Following discussion, it was agreed, subject to the renewal quote being within budget, to continue with Zurich for the year ahead. **CLERK**

Discussion took place regarding risk assessments and it was noted that litter picking is the main Parish Council volunteer activity (covered by MBC's litter picking risk

assessment). Other volunteer work is carried out for BMAT therefore risk assessments to be discussed at the next BMAT meeting. Clerk to contact other parishes for further advice.

9.2 Review of Parish Council banking policy :

It was noted that the clerk currently sets up online banking payments which are then authorised by two Councillors by logging in to Unity Trust Bank's website. It was suggested that the banking policy and bank mandate be amended such that the clerk sets up and authorises payments online but only after they have been authorised via e-mail by two Councillors. Members agreed to propose this amendment to the banking policy at the full Council meeting in September. **CLERK**

10. Any other Business. (Non decision items only)

Cllr Martin stated that he would do a presentation at the next finance meeting regarding proposed financial support for churchyard maintenance at St Peter's Church.

11. Date of Next Meeting: Thursday 15th October 2026 at 7.30pm.

Meeting closed at 8.10pm.