

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Office Hours

Monday & Thursday
9.30 – 12.30
or by appointment

E-mail: Clerk@boxparishcouncil.gov.uk
Website address:

Telephone: 01225 742356
Fax: 01225 744049

7th April 2025

Dear Councillor,

You are summoned to a meeting of the **Finance and Governance Committee** to be held **at the Parish Council Offices** on **Monday 14th April 2025** commencing at **7.30 p.m.** to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely

M.S. Carey

Margaret Carey
Clerk

A G E N D A

1. To receive any apologies for absence
2. Declaration of Interests relating to items on the Agenda
3. Public Question Time
4. To receive the Minutes of the Finance & Governance Committee Meeting held on 10th February 2025 and any matters arising from the Minutes
 - Parish Council Carbon Audit – update from Cllr T. Walton following discussion with Bloom
 - Combined Prepare/Resilience Plan – to be taken by the new Parish Council/Clerk
 - Improvements to the front page of the website – Update and Accessibility Statement - report
 - Business Planning session with Councillors – update re costings for training session and surveys
5. Review of Policies
 - Health and Safety Policy and Procedures – Recommend formal adoption by Full Council
 - Procurement Policy – suggestion that this should include qualifications
 - Draft Conflict of Interest Policy & Procedure
6. Financial matters
 - To consider any accounts for payment
 - Clerk's report – 1.2.25 – 31.3.25
 - Contribution to costs re the Community Payback Team
 - Update on insurance claim re work to Market Place car park wall
7. Legal Matters – update
 - Renewal of Licences from 1st April 2025 – update
 - Review of Model Standing Orders and Practitioners Guide – received from NALC – Explanation of changes to be circulated
8. Items for Discussion
 - Update from Paul Emerson on Selwyn Hall Wall and quotation from Giraffe Structural Engineers in the sum of £800 + vat
 - Staffing Structure/Committees – report from the Working Group
 - VE Day celebrations – letter outlining events and application for grant for £500 towards the costs
 - Update on arrangements for Annual Parish Meeting – reports by Committee Chairs
 - To discuss the quotation for the repairs to the Book of Remembrance in the sum of £800

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office Hours

Monday & Thursday
9.30 – 12.30
or by appointment

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Telephone: 01225 742356
Fax: 01225 744049

9. **To receive any correspondence**
 - Letter of resignation received from the Assistant Clerk to the Council
 - Entry Form from CPRE for Best Kept Village Competition 2025 – to agree draft report and map
 - Letter re formal gifting of defibrillator and bracket (by the Post Office) to Box Parish Council
 - Improving Rights of Way network at a local level – information from Wiltshire Council
 - Excessive vegetation on Box Tunnel Portal – letter from Varian Tye
10. **Forward Plan/Risk Assessment and Asset Management – update following the Working Group meeting**
11. **Any items of report or future agenda items**
12. **Date of next meeting – tba**