

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

COUNCIL OFFICE
THE PARADE
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Office Hours

Monday & Thursday
9.30 – 12.30
or by appointment

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3rd February 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 10th February 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 9th December 2024 and any matters arising from the Minutes
 - Parish Council Carbon Audit – update
 - Combined Prepare/Resilience Plan – update
 - Improvements to the front page of the website – Update and Accessibility Statement - Assistant Clerk
 - Business Planning session with Councillors – report from Assistant Clerk
5. Review of Policies
 - Health and Safety Policy and Procedures – Review
 - Conflict of Interest Policy & Procedure
6. Financial matters
 - To consider any accounts for payment
 - Clerk's report – 1.12.2024 – 31.1.25
 - Review of Charges for 2025-26
 - Update on insurance claim re work to Market Place car park wall
7. Legal Matters – update
 - The Lodge – report on work carried out
8. Items for Discussion
 - Condition report on Selwyn Hall Wall
 - Council's Data Protection Officer – discuss contract with Microshade
 - Staffing Structure/Committees – discussion on the needs of the Parish Council going forward
9. To receive any correspondence
 - Entry Form from CPRE for Best Kept Village Competition 2025
 - Letter form Cllr Walters re Conditions of Lease for the Rudloe Community Centre
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 – 14th April 2025