

# 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

7<sup>th</sup> February 2023

Telephone: 01225 742356  
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Dear Councillor,

You are summoned to a meeting of the **Finance and Governance Committee** to be held **at the Parish Council Offices** on **Monday 13<sup>th</sup> February** 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**

## **AGENDA**

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 5<sup>th</sup> December 2022 and any matters arising from the Minutes
  - Review of Emergency/Resilience Plan - Report
  - Vacancies on Parish Council
  - Jubilee Youth Centre – Agreement with the Jubilee Youth Centre Management Committee
5. Review of Policies
  - Policies - Review of Health & Safety Policy and Procedures
  - Schedule for review of Policies
6. Financial matters
  - Clerk's Financial report
  - Discuss £1800 shortfall re Community Fund grant
  - To receive the accounts for payment
7. Legal Matters – update
8. Items for Discussion
  - Review of Terms of Reference for Committees in line with proposals for the new Committees
  - Community Governance Review re Rudloe
  - Parish Council Carbon audit
  - Coronation Celebrations – provision of mugs
  - Discussion on answering of emails and telephone messages received by the Clerk
9. Forward Plan – review and update
10. To receive any correspondence
  - Letter re VAT on sporting fees
  - Reply from Cllr Botterill re election costs
  - Replies from Cllr Botterill and Gigaclear re delivery of superfast broadband connections
11. Any items of report or future agenda items
12. Date of next meeting – 17<sup>th</sup> April 2023