



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 14th APRIL 2025

- 1. Present:** Councillors T. Walton (Chair); R. Davies; D. Dorey; S. Roche; B. Walton
R. Haslett (observing)
Mrs Carey (Clerk);
- 2. Apologies** Councillors: N. Ingledew; M. Tye
Mrs S. Plant
- 3. Absence:** Nil
- 4. Public Question Time:** There were two members of the public in attendance

Mrs Jacky Nicholas outlined the arrangements for the VE Day 80 years on Celebrations to be held on 8th May. These will include an exhibition of photos and memorabilia in the Library and Selwyn Hall Foyer; Oral History project; Tea Part for 80 guests.

She asked if the Union Flag could be flown; the declaration to be read by Box Parish Council Chair and to organise a Beacon to be lit at 9.30 pm on 8th May. The Church Bells at Colerne and Ditteridge will be rung

The Group will have a stand at the Annual Parish Meeting and will use the Pavilion, free of Charge for a meeting on 27th April inviting all the co-ordinators to get together.

The Deputy Lord Lieutenant Simon Cooper will be attending the event.

Mrs Nicholas also asked if the monies for the events could be put through the Parish Council's accounts as she was finding it hard to open a new account at short notice. A grant application has been submitted to the Parish Council and the Revels had promised a grant of £500

- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 10th February 2025 were taken as read and signed as a true record.
- 7. Matters Arising/Actions**
 - a. Parish Council Carbon Audit:** Cllr T. Walton has contacted Bloom – he will update the Council at the Full Council meeting on 24th April.
 - b. Resilience Plan:** The names of the contacts need to be added to the Plan. To be taken up by the new Parish Council/Clerk
 - c. Website Accessibility Statement:** Completed
 - d. Business Planning Session:** Notes from the Working Party received with draft suggestions for the Parish Questionnaire. **Action: HP**

8. Policy Matters:

a. Review of Policies:

Health and Safety Policy & Procedures: These were reviewed it was **recommended** that the Health & Safety Policy be readopted with no changes and that the Health and Safety Procedures be adopted with one addition.

Procurement Policy: It was agreed to add a paragraph re qualifications of contractors. It was also agreed to ask the regular contractors for a copy of their Public Liability policy and other relevant insurance and indemnities **Action: RH**

Conflict of Interest Policy & Procedure: Draft policy drawn and circulated. It was **recommended** that the policy be adopted

9. Financial Matters

a. To consider any accounts for payment: The following accounts were agreed for payment:

BACS

Salaries	-		7383.28
HM Revenue & Customs	-	PAYE	2258.22
Avon Sportsground Main Co	-	BG contract	669.50
		Materials	136.20
			874.70
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	816.50
Castle Water	-	Car Park	2.86
Wiltshire Council	-	½ yr NDR Cemetery	1235.05
Wiltshire Council	-	½ yr NDR Council Offices	1160.35
Wessex Water	-	Standpipe charge	218.00
Grimshaw Group	-	Marking out tennis court	2698.80
Wiltshire Association of Local Council	-	Training course	38.00
Box Parish Magazine	-	Job Advertisement	60.00
Rialtas	-	Making Tax Digital	139.20
Rialtas	-	Annual Support and Maintenance	243.60
Selwyn Hall	-	Electricity used	34.00
Wiltshire Association of Local Councils	-	Subscription	1211.92
Rudloe Community Association	-	Grant	17500.00
Bloom Group Ltd	-	Licence	860.00
Wiltshire Council	-	Gates and fence posts	800.00
P.J. Emerson	-	Market Place Cr Park wall	1050.00
Tree Parts Ltd	-	Trees on Recreation Ground	3507.60
Dawson Steeplejacks	-	Testing Lightning Conductor	72.00
Water2Business	-	Bowls Club and Recreation Grd	23.77

Direct debit

NEST	-	Pension contribution	236.67
Initial Washrooms	-	Feminine Hygiene	40.03
Hills Waste	-	Refuse collection	160.08
bOnline	-	Office	46.86
bOnline	-	Pavilion	36.40
Novuna	-	Mowers Leasehire	396.00
Wiltshire Council	-	NDR Car Park	91.68
Wiltshire Council	-	NDR PFs & pavilion	247.05
Octopus Energy	-	Pavilion Electricity	55.35
		Cemetery Electricity	20.73
		Council – Electricity & Gas	141.95

Standing Order

Giffgaff	-	Tablet monthly plan	8.00
----------	---	---------------------	------

b. **Clerk's report for the period 1st February to 31st March 2025:**

The report had been circulated and was discussed.

Monitoring Reports: These had been circulated and there were no issues

Staff PPE: The quotation for the clothing order, to include the Council's logo, was agreed in the sum of £420.80 + vat

c. **Contribution to costs re the Community Payback Team:** It was agreed that contributions to the Community Payback Team should be spread across the year. However, if the Team required any additional tools the Parish Council could purchase these and donate to them.

Action: Cllr Dorey to speak to the Community Payback Team

d. **Update on insurance claim re work to Market Place Car Park wall:** The work to the wall had been completed and payment of the claim received from the Insurance Company

10. Legal matters:

a. **Lodge:** Continue to review

b. **Licences:**

Box C of E School: The terms for renewal of the Licence were being discussed by the Mosaic Academy Trust

Box Kids: The Licence is for four years and is due to be renewed in April 2027

Field behind Cemetery: The Licence is for five years and is due to be renewed in April 2027

Dog Training on Recreation Ground: It was agreed that this should be renewed for a further year at £100 pa

c. **Review of Model Standing Orders and Practitioners Guide – received from NALC:** NALC has updated the Model Standing Orders to comply with the new procurement legislation and ensure consistency with the Model Financial Regulations. NALC has also updated Standing Orders to better reflect Code of Conduct requirements. It was agreed to discuss this at the May Council meeting and that the Parish Council's Standing Orders are revised accordingly.

Practitioners Guide: The Practitioners Guide is to help with the preparation of the Annual Governance and Accountability Return and the change this year is a requirement for parish and town councils to have a generic email account hosted on an authority-owned domain. The Parish Council already has this in place.

11. Items for Discussion:

a. **Condition report on wall Selwyn Hall/Valens Terrace:**

It is **recommended** that the quotation from Giraffe Engineering Ltd for a Structural Survey in the sum of £800 + vat be accepted. Clerk to arrange access with Mr and Mrs Plant. **Action: MC**

b. **Review of Committee structure:** There was a lengthy discussion following the suggestions put forward and comments made by the Clerk.

It was agreed that the proposed structure of the committees was a good idea but it was felt that there should be a greater review to look at where all the items covered by the Committees should sit. It was also agreed that the new structure should align with the budget for next year ie 2026/27. There was also a discussion on when the Planning Committee would meet – either one meeting before the Full

Council or every three weeks which would ensure that the consultation deadlines are met.

The Clerk stated that she felt that it would be excessive to introduce the new system from May. With the resignation of the Assistant Clerk, appointment of a new Clerk, end of financial year etc her workload would increase and it would be extremely intensive to carry out any training with the new Clerk on the existing system without having to try to set up the new structure and explain how this would work. Changes would also need to be made to the Terms of Reference for Committee, calendar of meetings and alterations to the website. The Committee accepted her comments.

It was **recommended** that the Full Council agrees, in principle, with the proposed new structure of the Committees to be phased in over the course of the next few months and to go through all the issues and realign the budget for 2026/27 in time for the budget setting meeting in the Autumn.

- c. **VE Day Celebrations:** Following the presentation made by Mrs Nicholas at the beginning of the meeting.

it was **recommended** that a grant of **£500** be made towards the cost of the celebrations.

- d. **Annual Parish Meeting:** The Chairs were reminded that a report is need for the APM. The Clerk had invited local organisations to attend, together with the recipients of grants from the Parish Council. Councillors were asked to get to the Pavilion by 6.30 pm to help set up.

- e. **Repairs to the Book of Remembrance:**

It was **recommended** that the quotation of £800 from John Dyer for restoration of the Book of Remembrance be accepted.

12. Correspondence:

- a. **Assistant Clerk to the Council:** A letter of resignation had been received from Helen Barbrook wef 23rd April 2025
- b. **Best Kept Village Competition 2025** – the report and map for the entry for the Best Kept Village Competition were agreed
- c. **Letter re the formal gifting of the defibrillator and bracket by the Post Office to the Parish Council:** Letter from the South Western Ambulance Service gifting the defibrillator to the Parish Council wef 26th September 2024. Juliette Slight has offered to continue to monitor the defibrillator on a monthly basis and to ensure that the pads are in date and replaced as required. There is still a fund of about £1000 to cover this.

Recommendation that the Parish Council formally accepts ownership of the defibrillator from the South Western Ambulance Service.

- d. **Improving the Rights of Way Network:** Copies of formal letters from Wiltshire Council that can be sent to landlords re overgrown vegetation etc.
- e. **Box Tunnel Portal – Excessive vegetation :** Copy of letter from Varian Tye to Network Rail
- f. **Notice for Parish Website:** Request from the Parish Magazine to have a link in the Notice section of the parish council website.
- Action: Cllr T. Walton**

13. Forward Plans/Risk Assessments/Asset Register: These are currently being revised

14. Items of Report and future Agenda items:

- a. **Notice Board Leafy Lane near bus shelter**: The notice board requires new hinges.
- b. **Rudloe Community Centre**: Cllr Dorey reported that the Rudloe Community Association had signed the Lease for the Community Centre

15. Date of next meeting: tba

Meeting closed at 9.15 pm

Chair