



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 10<sup>th</sup> FEBRUARY 2025**

- 1. Present:** Councillors T. Walton (Chair); R. Davies; N. Ingledew;  
M. Tye; B. Walton  
R. Haslett (observing)  
Mrs Carey (Clerk);
- 2. Apologies** Councillors: D. Dorey; S. Roche
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public in attendance
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 14<sup>th</sup> October 2024 were taken as read and signed as a true record.
- 7. Matters Arising/Actions**
  - a. **Parish Council Carbon Audit:** Details of the solar usage has been passed to Cllr Parker
  - b. **Resilience Plan:** The names of the contacts need to be added to the Plan.
  - c. **Website Accessibility Statement:** The Assistant Clerk requires further time on this  
**Action:** HB
  - d. **Business Planning Session:** The Assistant Clerk had drawn up a paper on why a Parish Council should produce a Business Plan and thanks were given to her for this. This will be copied to all Councillors. It was agreed to ask her to get costings for facilitating training sessions for Councillors. There would need to be community engagement to establish what parishioners feel should be key priorities. This could be done via surveys, newsletters and community consultation. The Communications Working Group to meet to draft a survey which should be ready for the Annual Parish Meeting on 22<sup>nd</sup> April.  
  
After discussion it was **recommended** that, in principle, the Full Council agrees to progress the idea of a Business Plan and that all the costings etc should be in place ready for this to be launched after the elections in May.  
  
**Action:** Costings to be obtained for training sessions and surveys etc to be drawn up
- 8. Policy Matters:**
  - a. **Review of Policies:**  
  
**Health and Safety Policy & Procedures:** These were reviewed and 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.

**Conflict of Interest Policy & Procedure:** Clerk to draft a policy for discussion at the next meeting.

## **9. Financial Matters**

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

<u>BACS</u>			
Salaries	-		5524.63
HM Revenue & Customs	-	PAYE	1752.01
Avon Sportsground Main Co	-	BG contract	669.50
		Materials	57.60
			727.10
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	816.50
Castle Water	-	Car Park	2.86
Wiltshire Council	-	LHFIG contribution	2100.00
P.J. Emerson	-	Repairs to Cemetery wall	2740.00
Grimshaw	-	Resurfacing tennis court	21909.60
 <u>Direct debit</u>			
NEST	-	Pension contribution	127.89
Initial Washrooms	-	Feminine Hygiene	40.03
Hills Waste	-	Refuse collection	149.17
bOnline	-	Office	46.86
bOnline	-	Pavilion	36.40
Novuna	-	Mowers Leasehire	396.00
Wiltshire Council	-	NDR Car Park	91.00
Wiltshire Council	-	NDR PFs & pavilion	247.00
Octopus Energy	-	Electricity Tractor shed	90.89
		Electricity Chapel	20.43
		Council Offices – Gas	149.76
		Electricity	109.46
		Pavilion - Gas	181.67
		Electricity	66.62
Westcare Supply Zone	-	Printer cartridge	138.00
 <u>Standing Order</u>			
Giffgaff	-	Tablet monthly plan	8.00
 <u>Debit Card</u>			
Net World Sports	-	Carrots for football pitch	52.79

- b. **Clerk's report for the period 1<sup>st</sup> December 2024 to 31<sup>st</sup> January 2025:**

The report had been circulated and was discussed.

- Item re refund of Reservation fee for a burial plot - this will be discussed at the next Cemetery Management Committee meeting
- Income re Lodge Rental - the rental for December and January had been considerably reduced because of work that had to be carried out to the Kitchen and the boiler. Financial viability of the Lodge to be discussed at the next Cemetery Management Committee meeting

- c. **Review of Charges for 2025-26**

The charges for use of the Pavilion were discussed and it was agreed to **recommend** these to Full Council for acceptance.

The charges for use of the Recreation Ground will be discussed at a later date.

- d. **Update on insurance claim re work to Market Place Car Park wall:** Waiting to hear back from the Insurance Company.

**Post Minute Note:** Confirmation received that the work can now proceed

**10. Legal matters:**

- a. **Lodge:** The issues re the Lodge had been discussed above  
b. **Licences:** Licences to be renewed from April  
c. **Data Protection:** On going  
d. **Lease of field behind Cemetery:**

**11. Items for Discussion:**

- a. **Condition report on wall Selwyn Hall/Valens Terrace:** Further report received from Paul Emerson. Clerk to speak to him to ask if the work suggested would be a long term solution and that no other items should need addressing. If he is unsure it was agreed to look at asking a structural engineer for a report.

Additional quotations to be obtained.

- b. **Council's Data Protection Officer – contract with Microshade:** The Clerk explained that when the GDPR Regulations were introduced in 2018 the Parish Council appointed Microshade to draw up the necessary Policy and Privacy Notices and also appointed one of their Officers to be the Data Protection Officer. The Committee looked at the Microshade website and agreed that the Council continues with this arrangement. The current charge is £335 pa

- c. **Valens Terrace Pathway Lighting:** Three quotations had been received for the lighting.

It was **recommended** that the procurement matrix for the three quotations is completed and that Full Council will appoint the contractor to carry out the work

- d. **Review of Staffing Structure/Committees and discussion on the needs of the Parish Council going forward:**

Cllr T. Walton had submitted a document reviewing the Committee Structure for 2025-26 to combine some of the committees and to reduce the number of meetings.

This was discussed. An issue was raised as to how the Planning Applications etc would be dealt with and whether a Committee was needed or a Working Group could look at these. The Parish Council will take responsibility for the Neighbourhood Plan when this has been finalised.

The Terms of Reference for Council and Committees together with the Forward Plans/Risk Assessment and Asset Registers would need to be changed.

It was **recommended** that a Working Group be set up to look at the revised structure and how the Planning issues can be resolved.

**12. Correspondence:**

- a. **Application for grant from the Box Methodist Church:** A request for a grant of £1780 towards the additional costs incurred in running a Warm Welcome Community Space with a hot soup lunch offer.

It was **recommended** that a grant of £520 be made to the Box Methodist Church out of this year's budget and to advise them that a further grant would be considered in the next financial year.

- b. **Rudloe Community Centre:** Copy of a letter sent by Cllr Derek Walters to Wiltshire Council members re the conditions of the lease received. Cllr Walters also raised a question at the Wiltshire Council Cabinet meeting on 21<sup>st</sup> January when the Council responded that it is currently reviewing the Housing Revenue Account 30 year business plan. A feature of this review is greater cost pressure across housing services and escalating cost of the development programme which has meant that the ability to deliver some of the anticipated land led schemes in the short term have had to be reviewed and thus reducing the ability to review new sites such as Rudloe. The outcome of this is that any review and then potential development of the Rudloe site is now much further along in the programme, this creates the opportunity to extend the proposed break clause from 2 years. Officers will discuss this with the Rudloe Community Association as soon as possible.

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

**14. Items of Report and future Agenda items:**

- a. **Footpath from Church to A4:** It was reported that the high wall along this footpath is unsafe. Clerk to ask the Rights of Way Officer for a structural engineer to check the safety of the wall

**15. Date of next meeting:** 14<sup>th</sup> April 2024

*Meeting closed at 9.10 pm*

**Chair**