



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 9th OCTOBER 2023

- 1. Present:** Councillors T. Walton (Chairman); R. Davies; D. Dorey;
M. Tye; B. Walton
Mrs Carey (Clerk)
- 2. Apologies** Cllrs S. Parker; D. Wright
The apology from Cllr Wright was accepted but it was felt that the apology from Cllr Parker was not acceptable.
- 3. Absence:** Nil
- 4. Public Question Time:** Cllr R. Bean attended for the first part of the meeting.
- 5. Chairman's Announcements and Declarations of Interest:**
- 6. Minutes:** The Minutes of the Meeting held on 14th August 2023 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
 - a. **Resilience Plan:** The draft Plan had been sent to Wiltshire Council
 - b. **Jubilee Youth Centre Management Committee:** A draft Agreement will be drawn up.
 - c. **Parish Council Carbon Audit:** Cllr H. Parker was proceeding with this
 - d. **Communications Working Group:** A report of the meeting held on 15th September was discussed.
It has been suggested that no new notice boards be added unless there is a significant new residential development and that notice boards which become damaged etc are not replaced.

It was suggested that a banner and display boards could be purchased for improved presentation at future events ie Annual Parish Meeting/Revels. Money to be put in the budget for this

It was suggested that monthly surgeries could be held in the Pavilion on a Wednesday morning from 08.45 to 09.45 and the first one will be held on Wednesday 15th November and then subsequently on the third Wednesday of the month.

It was felt that written communications was a growth area and an electronic newsletter and survey could be set up – parishioners would subscribe to this via QR code and website link. Money to be put in the budget for this. All Councillors should have the boxparishcouncil.gov.uk email address

Parish Council Social Media policy to be finalised.

8. Policy Matters:

a. Review of Policies

Freedom of Information Publication Scheme: It was agreed that this will be reviewed in the New Year.

Cllr Bean raised the issue of his Freedom of Information request which he had submitted as a parishioner prior to his co-option onto the Council.

It was stated that his request had been considered. The Clerk had taken advice and replied that the request for a formal contract was under the Freedom of Information Publication Scheme as a confidential item and was therefore exempt from the Freedom of Information request.

Cllr Bean had replied stating that he requested the Council carries out a formal review. This was done in June when it had been recommended to Full Council that the Council's Commercial Contracts or Agreements continue to be exempt.

At the Full Council meeting at the end of June Cllr T. Walton had drawn the Council's attention to a section under the Local Audit and Accountability Act under inspection of documents and the Council agreed to review the Publication Scheme in light of this.

However, this review does not have a bearing on the original Freedom of Information request which the Committee now considered to be closed.

9. Financial Matters

a. Update on investments: The Clerk confirmed that one of the fixed term deposits had matured on at the beginning of October and this had been reinvested for a further 12 months

b. Monitoring of Council Budget

Clerk's report: The Clerk's Financial report for 1.8.23 to 30.9.23 had been circulated together with the Annual Budget report and the Detailed Income and Expenditure report up to 30th September. There were no questions on this.

c. AGAR – External Auditors report: The final report received with two small points raised. The full AGAR will be put onto the website

d. Accounts for payment: The following payments were submitted and agreed for payment:

BACS

Salaries	-		6048.06
HM Revenue & Customs	-	PAYE	0.00
Avon Sportsground Main Co	-	BG contract	640.70
		Materials	515.20
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	816.50
T.F. Slade	-	Underpayment from last month	5.00
Wiltshire Council	-	Lease on Dyers Yard	50.00
EFX Solutions	-	Installing new computer network	480.00
ES Electrical	-	PAT testing at Pavilion	127.80
Castle Water	-	Market Place Car Park	2.63
Wiltshire Council	-	½ yr NDR Office	1074.00
		½ yr NDR Cemetery	1113.00
Gallagher	-	Cyber insurance cover	367.36
Hooble	-	Website	131.87
Centrewire	-	Kissing gates etc	3854.40
Water2business	-	Bowling Green and PFs	20.17

<u>Direct debit</u>			
NEST	-	Pension contribution	193.69
Initial Washrooms	-	Feminine Hygiene	83.20
Hills Waste	-	Refuse collection	128.57
bOnline	-	Office	
bOnline	-	Pavilion	
Hitachi (Novuna)	-	Mule Lasehire	344.74
Novuna	-	Mowers Leasehire	396.00
Fuel Card Services	-	Petrol	
Wiltshire Council	-	NDR Car Park	91.00
Wiltshire Council	-	NDR PFs & pavilion	247.00
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
Giffgaff	-	Tablet monthly plan	8.00

- e. **Terms and Conditions from Internal Auditor:** Glenys Gill has stated that she would attend for one day at the Parish Council Offices and inspect the following documents: Previous year's AGAR; 2023-24 accounts; Contracts for the current year; Record of current year's minutes; Policy File; WCAG 2.1 certification for website. Her fee would be £150
- f. **Use of money from earmarked reserves to go towards the purchase of the replacement Mule:** Costs for the replacement of the Mule are being obtained. After discussion it was **recommended** that the Council look at using Earmarked Reserves to go towards the cost of the replacement mule
- g. **Clarification on need for Capital Asset Strategy:** This had been raised at the recent Financial Training for Councillors. Cllr T. Walton is waiting for clarification from WALC as to whether there is a need for a Capital Asset Strategy and whether taking on a leasehire requires this.

It was agreed that when the precept is set the parishioners should be informed and explanations given on the main points of the budget.

Cllr Dorey agreed to pursue this further.

Action: DD

10. Legal Matters:

- a. **Lodge:** A new Tenancy Agreement had been agreed and signed from the beginning of October. An Inspection Report had been carried out with no issues raised.
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Lease of field behind Cemetery:** This had been signed wef 1st January 2022.
- e. **Wall at the Selwyn Hall:** To be considered with the budget

11. Items for Discussion

- a. **Councillors talking to the media:** This was discussed and it was stated that it had been established in the past that Councillors can speak to the media on behalf of the Council providing they are giving the agreed views of the Council.
- b. **Governor Training debrief:** Several issues had been raised including the need for tighter financial controls. It was agreed that a Councillor would check the accounts and ratify the amounts to be paid prior to the BACS transfers.
- c. **Date for the Budget Setting meeting and items to be considered with the budget**
The meeting will be held on 15th November starting at 9.30 am
Items to be considered:
- Cost of Elections
 - Display Banner
 - Email Newsletter and Survey
 - IT support
 - Grants/Selwyn Hall
 - Website development

- d. **Website Development:** Cllr Ingledew had sent out a report. Chairs of the Committees to think about the text on the current home page and look at the content for their committee

12. Correspondence:

- a. **Community Resilience:** Letter from Wiltshire Council covering Community Emergency Plans/Flood Plans and Community Emergency Contacts
- b. **Review of Polling Districts and Polling Place Review:** Briefing note from Wiltshire Council
- c. **Flood Wardens Report:** Local report received from Roger Bolton
- d. **Community Governance Review:** The new Community Governance Review began on 11th September 2023 and setting out the timetable for the review
- e. **Colour opportunity in Parish Magazine:** It was agreed to have a full page colour article in the next issue of the Parish Magazine at a cost of £35

13. Items of Report and future Agenda items: Nil

14. Date of next meeting: 11th December 2023

Meeting closed at 9.15 pm

Chairman