



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 10th DECEMBER 2018

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell;
A. Clench; J. Cox; V. Hill;
Mrs Carey (Clerk)
- 2. Apologies** Councillors: R. Case; P. Van Praag
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Actions:**

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Pursue with Wiltshire Council	October 2018	Clerk	CATG mtg February
Draw up spreadsheet to go with the Provision and use of work equipment policy	October 2018	Cllrs Campbell/Hill	End of January 2019
Design of new website	29 th November 2018	Cllrs Campbell/Van Praag	End of January 2019
Electricity for Tractor Shed – Clerk to pursue this	12 th November 2018	Clerk/Cllr Campbell	Next meeting – 14 th January 2019
Grant Awarding Policy – Clerk to circulate	10 th December 2018	Clerk	20 th December 2018
Emergency Plan – use of telephones in power cut	10 th December 2018	Clerk	14 th January 2019
Removal of chemicals/freezer	5 th November 2018	Clerk	20 th December 2018

- 7. Minutes:** The Minutes of the Meeting held on 12th November 2018 were taken as read and signed as being a true record.

8. Matters Arising:

- a. **“Box” parish signs:** Cost of the installation charge for the signs had been discussed with CATG. Clerk and Cllr Hill to take this up further with Wiltshire Council. **Action: Clerk/VH**
- b. **Market Place Car Park:** The terms for the new Lease had been agreed at the Full Council meeting on 28th June 2018. The Clerk will pursue this with Wiltshire council
- c. **Electoral Review of Wiltshire Council;** On-going.
- d. **Parish Council quarterly Newsletter;** More copies of the Newsletter may need to be printed for the next edition to ensure that everyone receives a copy.
- e. **Parish website;** Cllrs Campbell and Van Praag to look into the design of a new website. **Action: RC/PVP**
- f. **Clean Air Zone in Bath;** Letter received from a local resident enclosing a copy of a newspaper article re the impact on local bus service
- g. **Playgroup sign;** Letter received stating that the sign will be removed.

9. Policy Matters:

- a. **Policies:**
Flood Warden group:
Waiting to hear back from the Flood Warden group re Flood Action Plan

The Committee agreed that the issue of flooding needs to be addressed by flood prevention – ie clearing and improvement to drains. An email received from a local resident to be forwarded to the Flood Warden representatives and Cllr Mathew.

A supply of gel bags had been collected.
- b. **Risk Assessments**
Format of Risk Assessment form: Next review to be carried out in July 2019
- c. **Applications for use of the Recreation Ground/Box Hill Common:** Nil
- d. **Review of policies:** Provision and Use of Work Equipment drawn up and agreed. This will run alongside the Risk Assessment. Spreadsheet to be drawn up to accompany this. **Action: VH/RC**

Grant Awarding Policy:
The policy was reviewed and it was agreed that no changes should be made. Clerk to circulate to Councillors for approval at Full Council **Action: Clerk**

Any applications for grants will continue to be considered at the September Council meeting each year but this should not preclude the council considering any applications received after that time.
- e. **Business Plan/Forward Plan:** To be discussed further.

Drawing up of a 3 or 5 year budget: Committee members to consider whether this is needed. To be discussed further

- g. **Emergency Plan**: The Committee discussed an information leaflet to go out to vulnerable people with advice in the event of an emergency and it was felt that this could be put as an article in the next Newsletter. Cllr Hill raised the issue of what would happen in a power cut if no telephones could be used. It was agreed to ask Wiltshire Council how they would deal with this. **Action: Clerk**

The Clerk reported that a parishioner had stated that recently a door to door salesman had been aggressive and she had felt intimidated. The Clerk had spoken to the Community Police Officer who will raise this issue. It was stated that anyone in this position should dial 999

10. Financial Matters:

- a. **Investment of Earmarked Reserves**: Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment**: On-going
- c. **Monitoring of Committee budgets**: The Committee will continue to regularly monitor the budget.
- d. **Precept for 2019/20**: A budget setting meeting had been held on 3rd December 2018 and a draft budget set. This was discussed and it is **recommended** that a precept of **£150346** be set for 2019/20. This is an increase of £13785 on last year's precept and will give a Band D charge of £88.86 ie an increase of £7.19 pa

As the precept is over £140,000 a breakdown of income and expenditure will have to be given to Wiltshire Council.

The charges for the hire of the Pavilion and Recreation Ground facilities were reviewed. These will be **recommended** to Full Council for approval

11. Legal Matters:

- a. **Lodge**: Continue to monitor any items reported by the Letting Agent
- b. **Licences**: Licences had been renewed from April
- c. **Data Protection**: The Data Protection Policy and other documents had been put onto the website

12. Correspondence:

- a. **Service Devolution & Asset Transfer to Towns and Parishes**: The letter from Wiltshire council was discussed. It was agreed that there were no assets to be transferred
- b. **McColls**: Letter from McColls stating that the repairs to the loading bay wall will be carried out in January
- c. **Box Art Group**: Letter received requesting permission to hold a weekend exhibition in the pavilion later in the year. This was agreed
- d. **Selwyn Hall Management Committee**: Letter requesting a grant. It was agreed that a grant of £1000 be made as previously budgeted.
- e. **Removal of Chemicals and freezer from Tractor shed**: Quotation received from Chemco. Clerk to pursue further quotations. **Action: Clerk**
- f. **Grant**: letter of thanks received from Carer Support Wiltshire
- g. **Loss of TV signal**: Letter from a resident on Box Hill regarding loss of tv reception. This was noted
- h. **WALC**: Newsletter circulated to all Councillors

- i. **Use of Wadswick Lane**; It had been reported that large lorries are using Wadswick lane to try to access Wadswick Green. Corsham Town Council are putting in for new signage. It was agreed that the Box Parish Council should support this.

13. Accounts; The following accounts were submitted and approved for payment:

Cheques

Peacock Arts Trail	-	Grant	200.00
Wessex Water	-	metered account – Pavilion	692.56
		Office	49.58
			742.14
Petty Cash	-		200.00
Selwyn Hall Management Com	-	Grant	1000.00

BACS

Salaries	-		5027.21
S. Lock	-	Cemetery Contract	400.00
E. Joaquin	-	Cem contract	400.00
HM Revenue & Customs	-	PAYE	1548.33
Imperial Cleaning Services	-	Pavilion cleaning	240.00
E. Joaquin	-	Small conifers for tubs	42.24
J. Arney	-	Posts for Rudloe/insulation	194.40
Shed Scene	-	Shed for Bowling Green	950.00
Lemon Gazelle	-	Presentation for NP meeting	
250.00			
Avon Sportsground Main Co	-	BG Contract and materials	
956.44			

Direct debits

Initial Washroom	-	Fem Hygiene	25.26
Wiltshire Council	-	NDR Car Park	
88.00			
Wiltshire Council	-	NDR Pavilion/PFs	293.00
John Deere	-	Mowers leasehire	444.00
Tallis Amos	-	Mule service agreement	101.33
NEST	-	Pension contribution	
95.97			
Fuel Card services	-	Petrol	46.03

Debit card

Generators Direct	-	Generator	599.99
-------------------	---	-----------	--------

14. Health and Safety issues:

Staff working conditions; Quotation received for the installation of electricity into the Tractor Shed in the sum of £26,000 - £26500. The Clerk will continue to pursue this further.

The new generator had been delivered.

15. Highway issues: There were no new issues

16. Items raised at Full Council: Nil

17. Items of Report and future agenda items:

- a. **B3109** It was reported that trees and hedges on the B3109 had been removed to allow for the new development

18. Date of next meeting: 14th January 2019

Chairman

Meeting closed at 9.05 pm