



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 15<sup>th</sup> APRIL 2024

- 1. Present:** Councillors T. Walton (Chair); R. Davies; D. Dorey;  
M. Tye; B. Walton; D. Wright  
R. Bean  
Mrs Carey (Clerk); Ms Barbrook (Assistant Clerk)
- 2. Apologies** Cllr S. Parker  
Her apologies were accepted
- 3. Absence:** Nil
- 4. Public Question Time:** There was one member of the public in attendance

Mr Varian Tye spoke in favour of the Council becoming a Great West Way Ambassador as he felt that this would attract visitors and raise the profile of Box as a gateway to the Cotswolds.
- 5. Chairman's Announcements and Declarations of Interest:**
- 6. Minutes:** The Minutes of the Meeting held on 12<sup>th</sup> February 2024 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.  
It was agreed to check that everyone named in the Resilience Plan was happy for their details to be put on the website.
  - b. Jubilee Youth Centre Management Committee:** A draft Agreement will be drawn up.
  - c. Parish Council Carbon Audit:** Cllr H. Parker will report on this shortly.
  - d. Communications Working Group:** On-going
- 8. Policy Matters:**

  - a. Review of Policies**  
**Freedom of Information Publication Scheme:** The Scheme will be updated to show how the information can be obtained. Most of this will be via the website. However, as not everyone has access to the website it was agreed that hard copies can still be provided at £1 a copy which can either be collected or sent out second-class signed for. **Action: HB**
- 9. Financial Matters**

  - a. Clerk's report for period 1.2.24 – 31.3.24/Detailed Income and Expenditure by Budget Heading**  
The reports had been circulated and were agreed

**Bath Building Society Account:** BIBs will no longer send out end of year statements. Copies of these can only be obtained on request by one of the signatories. The present signatories have left the Council. A mandate to be completed to change the signatures. It

was agreed to add the Clerk as a signatory and a register of signatories on all the accounts will be drawn up.

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

<u>BACS</u>			
Salaries	-		10296.40
HM Revenue & Customs	-	PAYE	1981.03
Avon Sportsground Main Co	-	BG contract	799.70
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	816.50
Castle Water	-	Car Park	2.72
LP Property Developments	-	Painting cills and windows Pavilion	530.00
EFX Solutions	-	Reconditioned laptop	160.00
Norbin Landscaping Ltd	-	Topsoil and turf Rudloe Play Area	334.80
Glasdon UK	-	replacement plaque	154.69
PJ Emerson	-	Repairs to Blind House	240.00
Marcus Mitchel	-	Repairs to Blind House	190.00
Able Scaffolding Bath	-	Scaffolding for Blind House	984.00
SSE	-	Electric – Chapel final account	18.90
Amazon UK	-	SD cards	10.99
Wiltshire Council	-	NDR Council Offices	1160.35
Wiltshire Council	-	NDR Cemetery	1224.47
Norbin Landscaping Ltd	-	Additional turf re play area	77.70
Digiprint	-	Flag and base	166.80
D. Wright	-	Additional turf re play area	60.00
Rialtas	-	Making Tax Digital	132.00
Rialtas	-	Annual support	230.40
Emma Roy	-	Refund of VAT	812.66
Box Bowls Club	-	Refund of VAT	5180.04
Tree Parts Ltd	-	Lacy Wood	5000.00
Wessex Water	-	Water supply Cemetery	211.00
M.J. Church Plant Ltd	-	Skip re Rudloe Play Area	1146.12
SSE	-	Electric – Pavilion final account	43.08
Community First	-	Subscription	40.00
Water2business	-	Pavilion/Rec Grd	17.79
<u>Direct debits</u>			
NEST	-	Pension contribution	216.15
Initial Washrooms	-	Feminine Hygiene	36.40
Hills Waste	-	Refuse collection	
bOnline	-	Office	39.53
bOnline	-	Pavilion	31.73
Novuna	-	Mowers Leasehire	396.00
Fuel Card Services	-	Petrol	9.60
Wiltshire Council	-	NDR Car Park	91.68
Wiltshire Council	-	NDR PFs & pavilion	247.05
<u>Standing Order</u>			
Giffgaff	-	Tablet monthly plan	8.00
<u>Debit CarD</u>			
Bowcom	-	Line marker	229.68
Bradshaws Direct	-	Repair kit for pond liner	21.98
The Grass People	-	Grass seed	239.00
Amazon UK	-	Repair kit for pond	14.98
Amazon UK	-	Laptop covers	32.98

Please note that the BACS payments shown in red were included in the payments submitted for March 2024. I had arranged for the payment to go out after Full Council on 29th March but as this was a bank holiday they did not go out of the account until 2<sup>nd</sup> April.

**d. Capital Asset Strategy** It was agreed to draw up guidelines for the Committees to use for Capital Asset planning with a calculator for future budgeting re inflation. **Action DD**

**e. Insurance issues:**  
**Flood Wardens:** A copy of the letter and documents from Cllr Mathew had been circulated.

The Committee felt that there was no new information to allow the decision taken by Full Council at the end of February to be reconsidered.

However, it was agreed to consider this when the Insurance Policy was being renewed.

#### **10. Legal matters:**

- a. **Lodge:** On going. Information received from HF Lettings re Renters Reform Bill
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Lease of field behind Cemetery:** This had been signed wef 1<sup>st</sup> January 2022
- e. **Wall at the Selwyn Hall:** Letter received from Mr and Mrs Plant raising concerns about the condition of the wall. It was agreed to reply to them stating that a stonemason had checked the wall last year and had reported that it was not dangerous. However, it was agreed to ask for this to be reassessed. The Council was building up funds in the budget for the work to be carried out.

#### **11. Items for Discussion**

- a. **Finalise arrangements for the Annual Parish Meeting:** This will be held at Broadwood School on Thursday 9<sup>th</sup> May to start at 7.30 pm. Councillors to arrive at 6.30 pm to held set up the displays. The School will be providing four A frames. Cllr T. Walton to take some of the chairs from the Pavilion – Clerk to ask the school if they could supply some adult chairs.

##### Timetable

7.30 – 8.00 pm	Gathering and viewing the displays
8.00 – 8.10 pm	Talk by Stephanie Millward – Deputy Lord Lieutenant for Wiltshire
8.10 – 8.45 pm	Public to put questions to the Council

Clerk to invite the user groups plus the Rudloe Community Association, Green Square Accord and Mr Dawson from Wiltshire Council to attend.

The Council will provide refreshments and nibbles.

- b. **Best Kept Village Competition:** A new map and report had been drawn up. Application form to be submitted.
- c. **WALC Membership/subscription:** The subscription paid by the Parish Council covers membership to WALC and NALC. Concerns had been expressed in the past about whether this was value for money.

After discussion it was **recommended** that the Parish Council continues its subscription to WALC for a further year and monitor its value for money.

- d. **Great West Way and the advantage of Box Parish Council becoming a Great West Way Gateway Destination Ambassador:**  
The benefits for joining this would provide a platform for visitors and raise the profile of Box. The main route to the Cotswold on the A40 is well signposted but this would promote the A4 as an alternative route.

As an Ambassador the Parish Council would be promoted on the Great West Way website.

After discussion it was **recommended** that Box Parish Council becomes a Great West Way Gateway Destination Ambassador at a cost of £177 pa based on a three year commitment.

It was agreed that the Communications Working Group would pursue this – other people including Peter Wragg, could be invited to join the Group.

**12. Forward Plan/Risk Assessment/Capital Asset Management:** To be updated.

It has been noted on the Forward plan that £5K from the Buildings reserves and £4K from Solicitors reserves had been used to purchase the replacement Mule.

It was agreed that the two telephone boxes at Ashley and Henley should be transferred to the Planning Committee's assets.

**13. Correspondence:**

- a. **Creation of single licensing zone for Hackney carriages** – Information from Wiltshire Council had been circulated
- b. **Letter re possible work experience:** Letter received from a student seeking work experience with the Council as he is interested in the political arena. It was agreed to invite him to the Annual Parish Meetings and the Council meeting.
- c. **Work to red telephone box, Henley Lane:** The quotation from Unicorn Restorations had been accepted at Full Council. However, they have stated that they are no longer able to carry out the work. They will be able to supply a replacement back panel but would not be able to fit it. The Council would need to arrange for this to be collected from the Surrey workshop and to be fitted. Clerk to obtain further quotations for the fitting and Cllr T. Walton will liaise with Unicorn Restorations regarding the collection.

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

- a. **Box Revels:** Arrangements for the Revels to be put on the Agenda for Full Council. It was suggested that this promotes the Great Big Green Week
- b. Following an email received from Stephanie Millward it was agreed to put "Health & Well Being" on a future Agenda so that this can be discussed before the next budget setting meeting.
- c. **Council Name Boards:** These can be updated at a cost of £138

**15. Date of next meeting:** 10<sup>th</sup> June 2024

*Meeting closed at 9.10 pm*

**Chair**