



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 8th AUGUST 2022

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell; R. Davies;
B. Walton; T. Walton; A. Woollard D. Wright
Mrs Carey (Clerk)
- 2. Apologies:** Nil
The apologies were accepted
- 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. Minutes:** The Minutes of the Policy & Finance Meeting held on 16th June 2022 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
 - a. **Sale of generator:** Cllr Parker to contact farm sales
 - b. **Christmas Lights:** Cllr Campbell to circulate information on these. There was a discussion as to how the Fountain and railings could be decorated and it was suggested that a structure could be built to hang the lights on. Cllrs Campbell; S. Parker and N. Ingledew to pursue this
- 8. Policy Matters:**
 - a. **Review of policies:**
A spreadsheet of the policies to be drawn up showing a time line for review.

Disciplinary Policy/Grievance procedure: The existing policies are still in place until these are updated. Review at the October meeting

Emergency Plan: Cllr Parker is reviewing this. This is now known as the Resilience Plan. Cllr Parker to circulate a draft of the new plan to the committee members. An article to be put in the Parish Magazine, website and facebook to get the names of volunteers to put into the plan

Risk Assessment form:
 - An EPC Certificate to be carried out.
- 9. Financial Matters:**
 - a. **Investment of Earmarked Reserves:** On-going
 - b. **Monitoring of Committee budgets:**
The Clerk had circulated copies of the Annual Budget Report and the Detailed Receipts and Payments report for April – June 2022 together with a Finance report for the three months showing the detailed receipts and payments. It was suggested that the Receipts on each Committee under Cost Centre 1000 on the budget be changed to Balances brought forward.

Clerk to circulate the breakdown of items considered with the budget to all Committee members. Areas of concern for items which will be over budget were highlighted. The main item was the unforeseen rise in the cost of electricity.

- c. **Reconciliation of Bank balances:** Further reconciliation of the bank balances to be held shortly.
- d. **Business Plan 2022/23;** It was agreed to check that this was on the website.

10. Legal Matters:

- a. **Lodge:** A copy of the Agents report received. No maintenance issues had been raised and the property was in good order
- 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. The rental for 2022/23 had been received.

11. Forward Plan: This was being put into a new format

12. Positive Conduct Charter – Discussion on signing up to the Charter: Cllr T. Walton had attended the on-line seminar with Jackie Weaver in conjunction with Wiltshire Council. They are trying to promote positive conduct. The “Positive Conduct equals Positive Democracy” toolkit has been circulated to all members which included use of Social Media; involvement with planning applications etc. It was agreed that all Parish Councillors should have the @boxparishcouncil.gov.uk email address and Cllr Campbell will help councillors to change over to this.

After discussion it was **recommended** that all Councillors are asked to consider signing up to the Positive Conduct Charter

13. Correspondence:

- a. **Renewal of Parish Council Insurance:** A pre-renewal questionnaire had been received which was discussed together with request for further additional information. It was agreed that the Clerk would complete this.

14. Accounts for payment: The following accounts were submitted and agreed for payment:

<u>BACS</u>			
Salaries	-		5557.57
HM Revenue & Customs	-	PAYE	1692.44
Avon Sportsground Main Co	-	BG contract	604.50
		Materials	110.64
			715.14
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1114.56
Imperial Cleaning Services	-	Pavilion contract	333.60
Vastern Timber	-	Wood for bat boxes	121.84
The Shed	-	Material and donation re standpipe	50.00
Tree Parts Ltd	-	Tree survey for Common, Lacy Wood and Cemetery	1074.00
SSE	-	Electricity Tractor shed	107.33
SSE	-	Electricity Pavilion	672.06
SSE	-	Electricity Chapel	43.29
SSE	-	Electricity Office	202.10
SSE	-	Pavilion Gas	153.93
SSE	-	Office Gas	126.45
<u>Direct debits</u>			
NEST	-	Pension contribution	171.24
Initial Washrooms	-	Feminine Hygiene	30.08
Hills Waste	-	Refuse collection	109.94

Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Pavilion/PFs	304.00
		Car Park	91.00
Hitachi (Novuna)	-	Mule Leasehire	344.74
Fuel Card Services	-	Petrol	13.20
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
Engelbert Strauss	-	Clothing for staff	194.40
FR Jones & Son	-	Tree stump treatment	160.01

Clerk to query the account for £672.06 from SSE for the Pavilion electricity and to establish whether this includes the cost of the supply from the connection on the post used for the Revels/Campfest

15. Items of Report and future Agenda items:

- a. **Overgrown verge by 22 Hazelbury Hill:** This is to be reported on MyWilts App
- b. **Strimmer line:** The Groundsman had purchased strimmer line in bulk which had saved £30 and will last several months.

16. Date of next meeting: 10th October 2022

Meeting closed at 8.45 pm

Chairman