



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE** **HELD ON 11<sup>th</sup> APRIL 2022**

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell;  
R. Case  
Mrs Carey (Clerk)
- 2. Apologies** Councillors R. Davies; B. Walton; A. Woollard; D. Wright  
The apologies were accepted
- 3. Absence:** Nil
- 4. Public Question Time:** There was no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 14<sup>th</sup> March 2022 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
  - a. **Replacement mower:** Waiting delivery of the electric mower.
- 8. Policy Matters:**
  - a. **Review of policies:**  
**Disciplinary Policy:** Cllr Case is reviewing this. Defer to the next meeting  
**Grievance Procedure:** Cllr Case is reviewing this. Defer to the next meeting  
**Procurement Policy Version 2:** A revised draft had been sent out amended to include the issues raised at Full Council. It was **recommended** that this version be adopted by the Full Council  
**Risk Assessment form:**
    - An EPC Certificate to be carried out.
  - b. **Forward Plan:** The Forward Plan had been updated. Climate Strategy SMART objectives to be added as an additional objective to each of the committees with a new whole section to reflect the aims of the Climate Strategy Action Plan.
  - c. **Emergency Plan:** Cllr Parker will review this.
- 9. Financial Matters:**
  - a. **Investment of Earmarked Reserves:** On-going
  - b. **Monitoring of Committee budgets:** The Clerk went through her Finance Report showing income and expenditure other than the usual monthly items.  
Items raised included:
    - Grant received from the Cotswold Conservation Board for the replacement bridge in the sum of **£12900**. The account from Aquascience ltd to be paid in the sum of

**£13901.76 + vat.** The shortfall of **£1001.76** will be paid out of the money in the Lovar Garden budget.

- Further donations received for the Walking Map giving a total of **£790** received
  - Corsham Bridge Club are to use the Pavilion for an extra session - **£520** received
  - The revised contract price of **£1114.56** to be paid to J.H. Jones re the Cemetery Contract
  - **£314.40** to be paid to Fire Alarm Consultancy for the annual service contract on the Pavilion
  - The salary figure includes the backdated statutory pay award for the last financial year and the first payment for the work placement student. The bank had been included in the budget for this.
  - Non-Domestic Rates – the invoices had been received. No increase shown for the council Chambers, Car Park or Pavilion/Recreation Ground. There was an increase in the NDR for the Cemetery Grounds which the Clerk had queried. The reateable value went up in the 2017 listing but the Parish council had been given 4 years transitional relief ie the increase did not come in for four year. That increase now comes into force. There will be a shortfall in the predicted budget of **£435**
- c. **Reconciliation of Bank balances:** Cllr Campbell had carried out a reconciliation of the bank balances.
- d. **Financial Regulations;** The changes to the Financial Regulations had been accepted by the Full Council.

#### **10. Legal Matters:**

- a. **Lodge;**
- 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. The rental for 2022/23 had been received.

#### **11. Items for discussion:**

- a. **Review of Terms of Reference for Committees to include expectations of Chairs of Committees to liaise with the Clerk prior to meetings:** It was agreed to add this to the Terms of Reference. This expectation had been raised at an Appraisal meeting and also discussed at the training for Council Chairmen.

With the change of the Policy & Finance Committee to the Finance and Governance Committee it was felt that the new Terms of Reference for that committee should reflect that its role would include overseeing and challenging the whole budget to make sure that the spending is in line with the agreed budget figures. The monitoring of the budget should be included on all Committee agendas so that tracking and spending is monitored and that the Committee are accountable for their spending.

- b. **Policies to be published on the website:** It was **recommended** that the following policies be put onto the website:
- Code of Conduct
  - Data Protection Policy
  - Freedom of Information Policy and Publication Scheme
  - Complaints Procedure
- c. **Article for the Parish Magazine re Climate Action Strategy Plan:** A further article had been drawn up for submission to the Parish Magazine. However the editor had raised concerns and stated that this is limited space and they had the discretion to either edit or put articles on hold. Unfortunately, they could not take every article sent in. The alternative could be for the Parish Council to be charged for the space it used. It was agreed that in the circumstances this article will have to be deferred until next month.
- d. **Sale of the Generator:** It is **recommended** that the generator be put in auction for £300

**12. Correspondence:**

- a. **Sludge in By-Brook:** Letter received from the Bathampton Angling Association regarding sludge in the By-Brook. It was suggested that they should contact the Rivers Authority and the Wiltshire Council Environment Officer.

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

<u>BACS</u>		
Salaries	-	6420.91
HM Revenue & Customs	-	PAYE 1627.91
Avon Sportsground Main Co	-	BG contract
		Contract - 604.50 991.86
		Materials Lawn sand, fertiliser 387.36
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1114.56
Imperial Cleaning Services	-	Pavilion contract 333.60
Fire Alarm Consultancy	-	Maintenance Contract 314.40
Wessex Water	-	½ yr Standpipe Charge 93.00
Wiltshire Council	-	½ yr NDR Cemetery & Chapel 1060.75
	-	½ yr NDR Council Chambers 1022.90
ES Electrical	-	PAT testing 113.40
Aquascience Ltd	-	Bridge in Lovar Garden 16682.11
SSE	-	Office – Electric 65.57
Travis Perkins	-	Postcrete 71.52
Water2Business	-	Water charges Rec/Pavilion 48.22
Waterscape Solutions	-	Irrigation Contract 666.24
Robin Barnett	-	Repairs to “Kerr” memorial 60.00
<u>Direct debits</u>		
NEST	-	Pension contribution
Initial Washrooms	-	Feminine Hygiene 30.08
Hills Waste	-	Refuse collection 56.60
Plusnet	-	Telephone Pavilion
Plusnet	-	Office 36.84
Wiltshire council	-	NDR Pavilion/PFs 307.90
		Car Park 91.68
Hitachi	-	Mule Leasehire 344.73
Fuel Card Services	-	petrol 54.91
<u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60
<u>Debit card</u>		
Edwards Sports Products	-	Two tennis net adjusters & hooks 24.29

**14. Highway Issues:**

CATG meeting: The next meeting had been rescheduled for 13<sup>th</sup> April.

Electric Vehicle Charging Points: Briefing Note received from Wiltshire Council.

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

- It was reported that the wall on the A4 has collapsed exposing the roots of a very large tree. Clerk to notify Wiltshire Highways.
- Update on new website layout to be added to the Full Council Agenda.

**16. Date of next meeting:** 16<sup>th</sup> May 2022 at 7.30 pm

Meeting closed at 8.35 pm

Chairman

Draft