



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 10th JANUARY 2022

1. **Present:** Councillors S. Parker (Chairman); R. Campbell
R. Davies; B. Walton
Mrs Carey (Clerk)
2. **Apologies** Cllrs R. Case; A. Wollard and D. Wright - the apologies were accepted
3. **Absence:** Nil
4. **Public Question Time:** There was two members of the public present.
5. **Chairman's Announcements and Declarations of Interest:** Nil
6. **Minutes:** The Minutes of the Meeting held on 6th December 2021 were taken as read and signed as a true record
7. **Matters Arising/Actions**
 - a. **Flood Wardens - Blocked drains;** The bund had been received and is stored in the cellar at the Parish Council's offices. Copies of the key had been made.
 - b. **Replacement mowers;** This will now be discussed by the Personnel Committee at the meeting on 17th January
8. **Policy Matters:**
 - a. **Review of policies:** On going
Co-option Policy: This was considered. A small addition to be made. Clerk will then recirculate.
Disciplinary Policy: Cllr Case is reviewing this and will bring it to the February Meeting.
Grievance Procedure: Cllr Case is reviewing this and bring back to the February meeting
Procurement Policy: A requirement compliance matrix needs had been added to the Policy and the paragraph re specification had been expanded. It was stated that the policy needs to comply with the Council's Financial Regulations. Cllr Campbell to check the policy against the regulations and any amendments will be brought back to the next meeting. **Action: RC**
Risk Assessment form: Clerk to arrange the PAT testing and to check the battery in the smoke alarm in the Chambers. Clerk to ask ES Electricial to repair the light on the security camera. An EPC Certificate to be carried out. The side door to the rear of the building is broken and needs replacement. Quotations to be obtained.
 - b. **Business Plan/Forward Plan:** Business Plan to be drawn up.
The Forward Plan to be updated and further objective for each Committee can be added to address the SMART objectives for the Climate Strategy
 - c. **Emergency Plan:** This needs to be reviewed. It was agreed to ask Cllr Tye whether she would be willing to undertake this.

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** One of the investments had been renewed.
- b. **Monitoring of Committee budgets:** Monitoring Report to be circulated for the next meeting.
- c. **Reconciliation of Bank balances:** Cllr Campbell has taken over the reconciliation of the bank balances.

10. Legal Matters:

- a. **Lodge;**
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** on-going
- e. **Lease of field behind Cemetery:** This had been signed wef 1st January 2022

11. Correspondence:

- a. **Wooden signpost for Middlehill;** Further letter received regarding the signpost for Middlehill. The new signpost made by The Shed had been positioned in the correct location. Letter received requesting a new fingerpost sign to replace the rotting one at Middlehill near to the Pumping Station. After discussion it was agreed that this had not been budgeted for at the present time but the local resident may wish to raise the money for this.
- b. **Wall at Market Place Car Park:** The wall had been damaged again. Quotation received from Marcus Mitchell in the sum of £70 to carry out the repairs. This was agreed.
- c. **Withdrawal of train service – London Waterloo to Bristol;** Replies received from the Department of Transport and James Gray MP
- d. **GreenSquare Accord:** Rudloe update received and circulated

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

<u>BACS</u>		
Salaries	-	5380.08
HM Revenue & Customs	-	PAYE 1627.91
Avon Sportsground Main Co	-	BG contract 604.50
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
Imperial Cleaning Services	-	Pavilion 325.20
John Miller	-	Servicing machinery 389.24
John Miller	-	Repairs to Ride-on 1320.79
Rialtas	-	Fee re Making Tax Digital 70.80
Secure-a-Field	-	Kissing gates 6178.80
Westcare Supply Zone	-	Printer cartridge 85.80
<u>Direct debits</u>		
NEST	-	Pension contribution 167.04
Initial Washrooms	-	Feminine Hygiene 20.80
Hills Waste	-	Refuse collection 86.28
Plusnet	-	Telephone Pavilion
Plusnet	-	Office
Wiltshire council	-	NDR Pavilion/PFs 304.00
		Car Park 91.00
Hitachi	-	Mule Leasehire 344.73
Fuel Card Services	-	petrol 10.80
<u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60
<u>Debit Card</u>		
DVLA	-	Road Tax – Mule 170.00

13. Highway Issues:

The Highways Working Group will be meeting next on 19th January

CATG meeting: The next meeting is scheduled for 12th January.
It was agreed not to pursue the signs for Prospect or the signs for Tunnel Inn Crossroads

Damaged Road nameplate: The sign for Boxfields Road is very dirty and the lettering needs repainting. Clerk to ask the Parish Steward to look at this.

Road Closures:

Doctors Hill from its junction with Prospect to its junction with Wormcliff Lane – 28th February to enable Gigaclear to carry out works

Part of Henley Lane and Part of Longslatt – 7th March to enable Gigaclear to carry out works

Drain Clearance: it was reported that the drains down Box Hill A4 had been cleared.

14. Climate Strategy Action Plan:

Cllr Wright will draw up SMART objectives for the P&F committee which can be added to the Forward Plan

15. Items for Discussion:

Christmas Tree decorations: It was agreed that more lights are needed for the Christmas Tree. It was suggested that rather than have a large Christmas Tree the whole area around the Fountain could be decorated with perhaps a Nativity scene in the centre. It was agreed to get quotes for suitable outdoor lights.

16. Items of Report and future Agenda items:

Viewing of Rudloe Community Centre: Councillors were reminded that this can be viewed on Friday 14th January at 2 pm

Queens Platinum Jubilee Celebrations: It was agreed to discuss possible events at the **Full Council Meeting.**

17. Date of next meeting: 14th February 2022 at 7.30 pm

Meeting closed at 9.20 pm

Chairman