

BOX PARISH COUNCIL

Steve Vickery
Clerk to the Council

Office open to public

Monday – Friday
9.30 – 2pm
or by appointment

E-mail: clerk@boxparishcouncil.gov.uk
Website address: www.boxparishcouncil.gov.uk

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Telephone: 01225 742356

6th October 2025

Dear Councillor,

You are summoned to a meeting of the Buildings Management Committee to be held at the Pavilion on **Monday 13th October 2025** commencing at 7pm to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely

Steve Vickery

Steve Vickery

Clerk

AGENDA

1. To receive **any apologies** for absence.
2. **Public Question time.**
3. **Declaration of interests** relating to items on the Agenda.
4. To receive the **previous Minutes** of the meeting held on 8th September 2025 and to consider any issues not covered by the Agenda.
5. **Parish Buildings under new Committee structure.** To note ongoing work (allocated to previous committees):
 - a. Pavilion
 - b. Tractor Shed
 - c. Parish Office
 - d. Jubilee Centre
 - e. Cemetery Chapel
 - f. Cemetery Lodge
 - g. War memorial
 - h. Fountain
 - i. Blind House
 - j. Viewing Platform.
6. **Items for Discussion**
 - a. Architect's survey and feasibility study – 19th August 2025. To discuss the emerging findings from the Matthews' Report and to decide next steps.
 - b. Registration of Pavilion and Recreation Field – an update.
 - c. Consideration of budget items for 26/27. To note how to continue to raise reserves for buildings.
 - d. Pavilion charges for 26/27. A model for consideration.
 - e. Surveys of buildings. To consider the requirement for a building-wide asbestos, legionella and fire risk survey of the assets.
 - f. Insurance cover. To note the new value of insured Parish buildings.
7. **Buildings Working Group.** To confirm the venue and time of the next BWG.

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8. **Items of urgent correspondence.**
9. **Forward Plan/Risk Assessment and Asset Management.** Draft Forward Plan available for comment.
10. **Items of Report and Future Agenda items.**
11. **Date of next meeting** – Monday 5th January 2026.