



Box Parish Council

6 November 2025

Minutes of the Box Parish Finance and Governance Committee meeting held at 7pm on 3rd November 2025, The Parish Office, Box, SN13 8NX

1. **Present:**

Cllr T Walton (Chair)
Cllr M Tye (Vice Chair)
Cllr N Ingledew
Cllr S Roche
Cllr B Walton
Clerk – S Vickery

2. **Apologies:** Apologies were received as follows. The Committee was quorate.

Cllr R Davies

3. **Absence:** Nil

4. **Public Question Time:**

There were no members of the public present.

5. **Declarations of Interest:** There were no new declarations of interest.

6. **Previous Minutes:** The Minutes of the previous **Finance and Governance Committee** held on 11th August 2025 were taken as read and signed a true record. Matters arising from the Minutes to be considered:

a. **Carbon Audit.**

- i. No further progress has been made on the Audit; the Bloom consultants have confirmed that no further consultancy time is available. There is a possibility that Bath university might offer some pro-bono project support. The Council now has two options:
 - To retain the software or
 - To claim a refund.
- ii. It was agreed that the Chair would engage Cllr Parker to discuss a way forward.
- iii. In addition, it was agreed to re-establish the Climate Action working group to refresh the policy and approach to the audit. The working group would be advertised in December for a possible meeting in January 2026. Councillors did wish to note the positive action to date with battery equipment, solar panels and swathes of tree and meadow planting.

Action: Chair to enagee with Cllr Parker on Audit way forward.

b. **The Emergency / Resilience Plan.**

- i. The Committee agreed that the current Plan lacked coherence and simplicity. The important cascade contact list and places of safety were at the rear of the document and needed to be at the front. In addition to revising the Plan, the Clerk would contact Roger Bolton for a list of up to date contacts; a notice in the Parish magazine would also be placed to encourage parishioners to offer their skills.
- ii. It was further agreed to identify Market Place residents who could be given the code to the Cellar door in order to access flood prevention equipment.
- iii. It was also agreed that a Flood and Resilience rep would be helpful to assist the Council and act as a contact for Wiltshire Council. The Clerk would ask the wider Council if anyone would like to take on the role.

Action: Clerk to draft a new Plan and to canvass for a Flood and Resilience rep.

- c. **Selwyn Hall wall.** Considering the estimated cost of repair, the Council agreed that it was prudent to seek a second survey to ensure that the scope of the wall repair was fully understood.

Action: Clerk to seek a second survey of the wall at Selwyn Hall.

8. **Financial Matters.** The majority of Financial reports were presented last week at the Full Council. Therefore the Clerk summarised the following reports (attached at Annex A):

- a. **End of External Audit.** The External comments were noted and the Committee requested that a new Internal Auditor be found for April 2026.
- b. **Insurance Policy 6-monthly renewal.** The half yearly payment was noted.
- c. **Summary of Income and Expenditure.** The new format for I&E was noted, plus the running totals by month.
- d. **Statement of Balances.** The Clerk explained the various investments of Parish Funds. In the New Year, he will summarise the interest accrued with each investment. It was agreed that investments should also be ethical and in line with the Council's policies. It was agreed that an Investment Policy would be useful.

Action: Clerk to draft an investment policy for the next F&G.
- e. **Approval of Expenditure.** Approval was granted at the Full Council on 27th October 2025.
- f. **Quarterly Reconciliation** – councillor nominee. Cllr B Walton will undertake the task on 18th November 2025.
- g. **Grant applications**

Clerk to maintain spreadsheet of grants awarded. Grant application form content to be reviewed. There were 3 requests to consider:

 - i. Box Revels requested £2k to offset running costs. **APPROVED FOR RECOMMENDATION TO FC**

- ii. Selwyn Hall. The Hall would be asked to re-submit their request in the correct format, to include figures. **HELD OVER TO NOVEMBER FC, PENDING RESUBMISSION**
 - iii. AFC Corsham requested £5k in respect of their 3G project at Leafy Lane. Whilst supported in principle, further evidence was required regarding ecological considerations, specifically an Environmental Impact Report. **APPROVAL POSTPONED. Recommendation: That any award to Leafy Lane Playing Fields is to be funded by the 'Fund for Rudloe'**
- 9. **Legal Matters.** There was no new update on Land Registry matters. The Clerk to gather evidence from Gough's solicitors that HMLR has officially acknowledged our application for First Registration
- 10. **Review of Policies.** Three policies and a risk register were considered:
 - a. **New IT Policy.** The IT policy **was recommended for submission to Full Council.** The Clerk would check that David Dorey has removed all Council data from his device(s).
 - b. **Allowances, Expenses and Remuneration Policy.** The new wording on remuneration was noted. There was an additional amendment to add that a nil return (or return) of councillor expenses should be available at the Annual Parish Meeting. This policy **was recommended for submission to Full Council**
 - c. **Resilience Policy.** See Item 6b.
 - d. **New Risk Register and Risk Assessments.** The Committee noted the new risk register and proposed a number of additional risks around personnel and systems. In addition, some of the previous work on risk assessments would be 'pulled through' to this new document. The Register would be **recommended to the Full Council.**
- 11. **Items for Discussion.**
 - a. **IT Modernisation Group.** Cllr Ingledew outlined the intention for the Modernisation Group (Clerk, Cllr Duncan and Cllr Ingledew) to meet shortly.
 - b. New projector for the Pavilion. It was unanimously agreed **to recommend that up to £500** be spent on improving the projection at the Pavilion.
- 12. **Correspondence.** To receive any urgent correspondence.
 - a. Office of Dr Mathew MP ref Tynings designated asset. This has been dealt with by the Chair of the Planning Committee.
- 13. **Forward Plan.** The F&G Forward Plan is still under construction.
- 14. **Future Agenda and items of reports.** Items of report and future Agenda item.
 - a. Cllr Roche was in contact with Dr Butt regarding the Middlehill Common car park issue.
 - b. Poppy Sewing on Wednesday 5th November, followed by raising of the display on 6th
 - c. 16th November - Cemetery Working Party.

- d. There was still an ongoing need to Co-opt for the 4 council seat vacancies.
- e. The Corsham Area Board will next be held on clerk, Lisa Pullin has asked for agenda items. The Chair will be attending.

15. **Date of next meeting** – as above, 7pm on Monday 2nd February 2026.

The meeting ended at 8.55pm

Signed Chair.....

Annex A – Finance Documents

Statement of Balances

Statement of Balances									
as at	27-Oct-25								
Lloyds	Represented in the following Funds								
	Current Account	£11,288							
	High Interest Acct	£106,061			General Reserves	£171,036			
			£117,348						
	Less payments to go out	£866			EMR - Sickness cover	£7,000			
	Working balance		£116,482		CIL 22/23	£1,310			
					CIL 21/22	£2,218			
Lloyds					CIL 20/21	£18,403			
	Fixed term deposit	£25,000			EMR Rudloe & Boxhill	£15,441			£17,500 removed for RCC
					EMR Cemetery	£15,700			
	Balance in Lloyds		£141,482		EMR Pavilion	£32,363			
					EMR Planning & Cons	£6,841			
Tennis Account		£10,338			EMR Playing Fields	£11,500			
			£10,333		EMR Office	£11,568			
Investments					EMR Highways	£8,236			
	Bath Buiding Soc	£85,947							
	Nationwide	£63,854							
			£149,801						
Total Funds Value				£301,616			£301,616		

Summary Income & Expenditure

Finance & Gov		Cemetery		Monthly Summary of Expenditure - Sep 25		Finance and Governance	
Row Labels	Sum of F&G	Row Labels	Sum of Cemetery	Finance & Governance	£494.24	Row Labels	Sum of F&G
Amazon Prime fee	8.99	Fountain Timber - Cemetery Fence	661.48	Playing Fields	£1,303.35	Bank interest	5.87
bOnline internet	44.8	J H Jones Cemetery Contract	739.44	Pavilion & Buildings	£574.66	Gift Aid donation (tenn	1250
Castle Water	30.83	Grand Total	1400.92	Cemetery	£1,400.92	Grand Total	1255.87
Lloyds Charges	5.87			Planning & Conservation	£0.00		
Microsoft	87.49	Planning & Conservation		Boxhill & Rudloe Open Spaces	£0.00	Playing Fields	
Octopus Energy - Office electric	35.62	Row Labels	Count of Planning	Personnel	£10,606.80	Row Labels	Sum of Pl Fields
Office Gas	36.37	Grand Total		Highways	£1,836.00	Bowls Club contract	580.17
Westcare Supply Zone - Printer inl	103.27			Total	£16,215.97	Bowls Club materials	169.5
Wiltts Council lease Jubilee Centre	50					Football Income - pittcl	175
Wiltts Council NDR car park	91	Boxhill & Rudloe Open Spaces		Monthly Summary of Income		Grand Total	924.67
Grand Total	494.24			Finance & Governance	£1,255.87		
		Row Labels	Count of Box & Rud	Playing Fields	£924.67	Pavilion & Buildings	
Playing Fields		Grand Total		Pavilion & Buildings	£1,479.53	Row Labels	Sum of Pavilion
Row Labels	Sum of Pl Fields			Cemetery	£1,071.10	Defib donation	1263.28
Avon Sports (Bowls) Contract	580.17	Highways		Planning & Conservation	£0.00	Pavilion hire	216.25
Avon Sports (Bowls) Materials	169.5	Row Labels	Sum of Highways	Boxhill & Rudloe Open Spaces	£0.00	Grand Total	1479.53
D Fletcher B&Q (membrane roll)	17.9	Beazer Elect - Valens Lights	1836	Personnel	£0.00		
Hills Waste	148.37	Grand Total	1836	Highways	£0.00	Cemetery	
ROSPA Safety Inspection Play are	232			Total	£4,731.17	Row Labels	Sum of Cemetery
Water2Business	15.41	Personnel				Headstones	400
Wiltts Council NDR Pav & Rec	140	Row Labels	Sum of Pers			HF Lettings - Lodge	638.1
Grand Total	1303.35	DBS Checks	43			Horse Field rental	33
		Giff Gaff	6.67			Grand Total	1071.1
Pavilion & Buildings		HMRC Payments	4088.67				
Row Labels	Sum of Pavilion	NEST	433.23				
bOnline internet	36.08	Novuna (Mower)	330				
Feminen Hygiene Initial	33.36	Octopus Energy - Chapel	12.62				
LP Property	382.8	Octopus Energy - Tractor shed	27.17				
Water2Business	15.42	Salaries	5665.44				
Wiltts Council NDR Pav & Rec	107	Grand Total	10606.8				
Grand Total	574.66						

Finance & Governance		Cemetery						Fin & Gov			
Row Labels ✕ Sum of F&G		Row Labels ✕ Sum of Cemetery		Monthly Summary of Expenditure - Oct 25		Row Labels ✕ Sum of F&G					
A 3 Colour prints - S Vickery	12.6	6 monthly NDR Chapel and Cemetery	1235	Finance & Governance	7,755.42	Castle Water refund	25.02				
Amazon Prime fee	8.99	A L King - Lodge roof repair	385	Playing Fields	2,490.94	CPRE Prize	100				
bOnline internet	44.8	Boston Seeds	215.83	Pavilion & Buildings	4,260.63	Grand Total	125.02				
Gallagher insurance - 6 month Premium	4075	J H Jones Cemetery Contract	739.44	Cemetery	3,303.42	Playing Fields					
Gallagher insurance - Cyber	367.36	LP Property	66	Planning & Conservation	80.00	Row Labels ✕ Sum of PI Fields					
Grant - Corsham Wind Band	1000	Octopus Energy - Chapel	12.15	Boxhill & Rudloe Open Spaces	104.99	Bowls Club contract	580.17				
Grant for trail leaflet - Barry Cox	250	Paul Emerson - Chapel porch stone	650	Personnel	9,040.60	Football Income - pitch	70				
Lloyds Charges	5.38	Grand Total	3303.42	Highways	115.71	Football Income showers	70				
Octopus Energy - Office electric	40	Planning & Conservation		Total		Tennis income	90				
Office Gas	40.74	Row Labels ✕ Sum of Planning		Monthly Summary of Income		Grand Total	810.17				
Phil McLounan IT support Office	40	Marilyn Tye - Fountain rail paint	80	Finance & Governance	125.02	Pavilion & Buildings					
PKF - Audit fee	840	Grand Total	80	Playing Fields	810.17	Row Labels ✕ Sum of Pavilion					
Poppy sewing - Bron Walton	43.96	Highways		Pavilion & Buildings	2,967.09	Bridge Club	1764.75				
Selwyn Hall - lamp post electric	35.59	Row Labels ✕ Sum of Highways		Cemetery	1,523.50	Pavilion hire	176.26				
Witts Council - Election costs	860	Paints for Trade	115.71	Planning & Conservation	-	Plates	518				
Witts Council NDR car park	91	Grand Total	115.71	Boxhill & Rudloe Open Spaces	-	WHire	52.08				
Grand Total	7755.42	Boxhill & Rudloe		Personnel	-	Yoga	456				
Playing Fields		Row Labels ✕ Sum of Box & Rud		Highways	-	Grand Total	2967.09				
Row Labels ✕ Sum of PI Fields		Personnel		Total		Cemetery					
Avon Sports (Bowls) Contract	580.17	Row Labels ✕ Sum of Pers				Row Labels ✕ Sum of Cemetery					
Avon Sports (Bowls) Materials	169.5	John Miller - Fuel and service	129.15			Headstones	200				
J H Jones Rudloe Green	976	NEST	433.23			HF Lettings - Lodge	790.5				
Membrane - S Vickery (Amazon)	60.1	Novuna (Mower)	330			Horse Field rental	33				
Paints for Trade	100	Off Road Electric - Mule Service	296.98			Interments	500				
S Newbury - Skip Hire	450	Grand Total	1189.36			Grand Total	1523.5				
Water2Business	15.17	Salaries	5715.24								
Witts Council NDR Pav & Rec	140	HMRC	2136								
Grand Total	2490.94	Total Pers	9040.6								
Pavilion & Buildings											
Row Labels ✕ Sum of Pavilion											
bOnline internet	36.08										
Boston Seeds	200										
Feminen Hygiene Initial	75.7										
Gallagher insurance - 6 month Premium	1200										
Nick Matthews - Architect study	2510										
Octopus Energy - Pavilion electric	13.33										
Octopus Energy - Tractor shed	40.56										
Pavilion Gas	12.79										
Symons - Hire fee refund	50										
Water2Business	15.17										
Witts Council NDR Pav & Rec	107										
Grand Total	4260.63										