2nd June 2026

Minutes of the Box Parish Finance and Governance Committee meeting held at 7pm on 1st June 2026, The Parish Office, Box, SN13 8NX

1. **Present**:

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

2. **Apologies**: There were no Apologies for absence. The Committee was quorate.

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 2nd February 2026 were taken as read and signed a a true record. There were 2 outstanding matters not on the agenda:

   a. **The Emergency / Resilience Plan.** There is a equirement for councillors to now assist the Clerk by contacting 'would be' parishioners on the call out list.
   Action: Clerk to forward the call out list and Cllrs to initiate contact.

   b. **Selwyn Hall wall**. The owners of 1 Valens Terrace have confirmed that the adjoining wall to Selwyn Hall was not surveyed as part of their purchase. It was agreed that a further survey would be undertaken this autumn; funds are being acrued as it is anticipated that a repair on the wall will be required.
   Action: Clerk to arrange a further survey this autumn.

7. **Financial Matters.** To consider the Clerk's report:

   a. Post Full Council approval of the **Annual Governance Statement and Accounting Statements:**

      i. The Committee clarified and noted the remedy to the Internal Auditor's two 'no' comments on the IA report.

ii. The ownership of the Pavilion caused some discussion as the Committee's view and that of the Internal Auditor differ. It was agreed to approach the solicitors (Gough's), the Internal Auditor and possible the Charity Commission to increase understanding. A check of previous minutes and planning applications would also be considered. There is also a reference in Box People and Places that refers to an article in the Wiltshire Times, 25th June 1949.

Action: Clerk to investigate ownership of the Pavilion with Auditor, Goughs and Charity Commission. Minute book and planning records to be checked.

b. **Summary of Income and Expenditure**. The Committee noted the levels of expenditure and thought that a monthly average should be looked at for utility consumption on buildings. This could also be useful to the Buildings Management Committee.

Action: Clerk to summarise utility costs.

c. **Statement of Balances**. The balances were noted at 31st March, 30th April and 26th May, showing the cash at bank and invested funds. There was a discussion on the level of General Reserves, currently at 17%, which needed to be increased in the coming years.

d. **Approval of regular DDs and SOs**. The Committee reviewed the variable direct debits and standing orders and were content to approve the list. Hills Waste was noted as a contract that should be reviewed in the next 12 months.

e. **Quarterly Reconciliation** (to include bank and investments) – councillor nominee (April, May and June). The Committee nominee is Cllr S Roche.

f. **General Reserves and Ear Marked Reserves**.

i. The Committee welcomed the list of EMRs, now allocated in the new Committee structure.
ii. The comment on General Reserves at para 7b. was applicable. Future funding should be considered to eventually replace major items such as the Mower and Mule vehicle.
iii. The repayment of the HMRC error would be a further drain on General Reserves.
iv. Future budgeting should include a 3 year forecast.

g. **To review the insurance arrangements and the Asset Register**. The Committee noted and were reassured by the Insurance arrangements, but requested a further look at the asset register at the end of the year.

Action: Clerk to present the insured asset register at the December Fin & Gov Committee.

h. **To review banking arrangements with Lloyds and BACS 'dual authorisation'**. The current account(s) banking arrangements were effective. Dual authorisation on BACS payments will now be sought.

Action: Clerk to arrange 'dual' authorisation for current account banking.

i. **Grant applications**. The revised Policy was agreed, subject to two minor amendments (remove the word not and to add a comment about what other organisations have been approached). Four applications were considered:

   i. Heating for Community Café**. Resolved** to approve £830.
   ii. Box Choir. **Resolved**: up to £576 was approved from September 2026 on a conditional basis. The Choir should claim once a candidate(s) for the grant is identified.
   iii. 1st Responder medical kits. The Committee wished to ask further questions on the bid. The applicant would be invited to brief the Council at the next opportunity.
   iv. Box School, Forestry School bid. The Committee wished to ask further questions of the school bid. The applicant would be invited to brief the Council at the next opportunity.

Action: Clerk to invite two applicants to a Council meeting.

j. **Current investment funds**. It was clear that the annual yield on invested funds would be improved if the funds were switched to a different platform. It was agreed to explore further the CCLA platform, as used by other local authorities.

Action: Clerk to explore investments with CCLA.

8. **Legal Matters.** The solicitor has been contacted ref the Jubilee Centre relationship and whether the Pavilion registration should be in the name of the Council or the Charity. This legal work is ongoing.

9. **Review of Policies.** The following policies were reviewed and **recommended** for approval by the Full Council:

   a. Grants Policy (with changes noted at item 7i).

   b. Risk Management Policy.

10. **Items for Discussion.**

   a. Civility and Respect Code – WALC document for councils. It was agred that there is merit in adopting the Code. **Recommended** for consideration at Full Council.

   b. Finance & Governance – Vice Chair and revised TORs. Cllr M Tye was voted as the Vice Chair (unanimous). Apart from some minor typos, the new set of TORs was approved – see Appendix A. .

   c. Website update. The new website will be the focus from mid June onwards.

   d. Battery Tools procurement / replacements for Grounds team. There was a discussion on the merits of purchasing a battery-operated jet washer. It would be re-considered at the Open Spaces Committee on 20th July, after further evidence of use, age, maintenance costs and re-sale value of the petrol washer.

Action: Clerk to forward to Open Spaces Committee.

11. **Correspondence**.

a. Community Payback have requested a donation (funds or equipment). It was resolved to grant £500 to the Payback team.

b. Cotswold Wardens have requested a donation. It was resolved to grant £500 to the Wardens.
c. Parish Magazine. The annual contribution of £151 was agreed.

12. **Forward Plan.** The Plan will be updated shortly to reflect the ongong work. It will be circulated out of committee.

13. **Future Agenda and General reports**. Items of report and future Agenda item.

    a. The ownership of the fence that borders Lacy Wood was discussed. The adjacent field is being sold, so engagement with new owners is on pause.

14. **Date of next meeting** – as above, 7pm on Tuesday 1st September 2026.

TORs for Committee:

13. **Finance and Governance Committee**:

a. This committee comprises the Chair and Vice Chair of the Council and the Chairs of all the above committees plus (if required) one other Councillor and will carefully monitor the Council's budgets and expenditure.
b. It will review and draw up any policies relating to the Governance of the Council which will be submitted to Full Council for agreement.
c. Monitor all legal matters relating to the Council including all leases, agreements and licences.
d. Ensure the code of conduct is implemented.
e. Review the internal financial controls.
f. Ensure that councillors have accepted their office and registered conflicts of interest.
g. Execute the Grants process (only refer contentious or large bids to the Full Council).
h. Ensure the independence and selection of the Internal Auditor.
i. Receive and review the Internal and External Auditor recommendations.
j. Approve for recommendation the annual budget to the Full Council.
k. Track all forecast spend to budget.
l. Ensure that assets are insured correctly and that EMRs are apportioned correctly.
m. Approve the Investment Policy, level of General Reserves and to review the level of interest received on invested funds.
n. Review the banking arrangements (including the bank, SOs, DDs and banking mandate).
o. Nominate a councillor per Quarter to undertake and sign bank and cash reconciliations.
p. Review the Risk Register and ensure risk assessments are in place.
q. To agree any accounts for payment. In the months that there is no meeting the Clerk will circulate the accounts for payment to all Committee members for their agreement.
r. To review the asset register.
s. Responsibilities for policies:

	Finance and Governance				
1	Code of Conduct*	Y	Apr-24	May-26	Model NALC policy adopted
2	Council Standing Orders*	Y	Apr-25	May-26	Change with new structure
2b	Committees of the Council	Y	May-24	May-26	
2a	Publication Scheme	Y	May-25	May-26	
3	Complaints Procedure	Y	Apr-23	Apr-26	
4	Co-option Procedure for new Councillors	Y	Mar-22	Apr-27	
5	Inclusion Policy	Y	Dec-24	Dec-26	
6	Financial Regulations*	Y	Aug-24	May-26	Model adopted. Reviewed July 2022
7	Grant Awarding	Y	Oct-24	Oct-26	
8	Effective Management of Recording Council meetings	Y	Jan-16	Jan-26	
9	Community Engagement Policy	Y	Jan-16	Jan-27	
10	Privacy and Data Protection Policy	Y	Mar-26	Mar-28	Done in March 2026
11	Policy for use of personal Social Media by Councillors	N	Aug-20	Jan-26	Combine with below
11a	Information Technology Policy	Y	Novmber 2025	Nov-27	
12	Policy for writing and sending of emails	N	May-16	May-26	Re-name to social media
13	Protocol for members of the public joining in Council meetings	Y	Dec-16		See Standing Orders
14	Safeguarding Policy for young adults and people at risk	Y	Jul-23	Jul-26	
15	Allowances and Expenses Policy	Y	Mar-24	Mar-26	To be named Allowances Policy, incl Remuneration
16	Policy for Remote meetings	Y	Apr-20	Apr-26	NALC Policy adopted
17	Procurement	Y	Apr-25	Apr-27	
18	Health and Safety Policy	Y	Feb-25	Apr-25	
19-20	Blank				
22	Protocol for dealing with challenging interactions with parishioners	Y	Feb-24	Feb-26	
23	Protocol for recording an apology by Councillors at Parish Council meetings	Y	Feb-24	Feb-26	NALC model
24	Conflict of Interest Policy & Procedure	Y	Apr-25	Apr-26	
24	Risk Management Policy	Y		May-26	new
25	Climate Change Policy (incl Carbon Neutral)	Y			new
26	Parish Resilience & Emergency Plan	Y		May-26	Incl Flood defence
27	Retention of Records	N			new
28	Investment Policy	N	Feb-26	Feb-28	New