



## BOX PARISH COUNCIL

### **MINUTES OF THE ADDITIONAL COUNCIL MEETING HELD BY ON 28<sup>TH</sup> MARCH 2022**

**1. Present:** Councillors: S. Parker (Chairman); A. Barton; R. Campbell; R. Case;  
R. Davies; N. Ingledew; I. Johnston; H. Parker; R. Smith; B. Walton;  
T. Walton; A. Woollard; D. Wright;

Mrs M. Carey (Clerk)

**2. Apologies:** Councillors: J. Clifford; M. Tye

**3. Public Question Time:** There were members of the public present.

**4. Chairman's announcements and declarations of interest:** Nil

**5. Forward Plan:** Discussion on the Forward Plan for the next three years to decide what the Parish Council's aims and objectives are as this should determine what the Committees should be and how the budget should be structured.

Each Councillor was asked what they considered to be some of the main points to be in the Forward Plan. The answers included the follows:

- Solar Panels for the Tractor Shed
- Getting energy needs under better control
- Electric Car Charging Points
- Box Hill Common – the objectives had been put into the Forward Plan
- Carry out the Awards Scheme as an exercise
- Making meetings available remotely which may need better technology
- Climate Strategy objectives
- Environmental improvements to the Cemetery
- Addition of Highways Committee
- Less to be decided at the Policy & Finance meetings
- More green spaces and wildflower areas
- Identify what is needed in the Forward Plan so that the Council can budget for it
- More recycling available

It was felt that the Committee meetings should not be rushed and that the council needs to look at how things are done within the committees and that items are discussed properly. The current problem is that there tends to be repetition and lack of clarity.

The Terms of Reference for Committees need to be reviewed.

**6. Motion put forward by Cllr T. Walton "that the Parish Council adopts the Committee structure as set out in the Committee Review document"**

This was seconded by Cllr B. Walton

It was stated that the Committee Structure should be driven by the Forward Plan and should align with the budget, Terms of Reference for Committees and the accounting system. There should be a clear guidance for each Committee. Concerns had been raised previously about the Policy & Finance Committee and what it did.

Cllr Barton asked for the reasoning behind the proposed change to the structure of the Committees and felt that Highways issues could be paired up with another committee. Cllr B Walton felt that historically there were issues with the Policy & Finance Committee which was why change had been suggested.

It was felt that the Council should conduct its business properly and that some of the Committees did not work. Also it was stressed that the work of the Committees must be respected.

It was stated that as it was nearly the start of the new financial year and the budget had been set, no changes could be made until May 2023.

The Chairman felt that the Council should take its time to decide the structure of the Committees and to take advice from WALC with the tightening up of the Terms of Reference. There could also be training for all Councillors on the work of Committees.

It was also agreed that it was necessary for the following committees to remain: Finance and Governance (in place of Policy & Finance) which could meet bi-monthly; Highways; Personnel and Planning & Conservation. Further consideration to be given as to the remaining committees. It was agreed that because of the time line with the budget this issue should be discussed again in August.

In light of the above discussion Cllr T. Walton **withdrew** the motion.

The following proposal was made:

**“That from the beginning of the new Council year in May the Committee structure remains as it is at present with the addition of a Highways Committee and changing the Policy & Finance Committee to Finance & Governance which could meet every two months instead of every month.**

**It was also proposed that each Committee should review its own Terms of Reference at the first meeting of the new Council year. There should be a substantive item on each Committee agenda to include the following: Review of policies; Review of the Forward Plan; Review of the Budget”**

Cllr S. Parker proposed the motion which was seconded by Cllr Campbell. It was **resolved** unanimously that this be adopted.

*Meeting closed at 9.15 pm*

**Chairman**