



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 14<sup>th</sup> OCTOBER 2024

- 1. Present:** Councillors T. Walton (Chair); R. Davies; D. Dorey; N. Ingledew;  
S. Roche; M. Tye; B. Walton  
Mrs Carey (Clerk);
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public in attendance
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 20<sup>th</sup> August 2024 were taken as read and signed as a true record.
- 7. Matters Arising/Actions**
  - a. **Parish Council Carbon Audit:** Cllr H. Parker is working with Bloom to complete this
  - b. **Resilience Plan:** The names of the contacts need to be added to the Plan. Letter received from the Selwyn Hall regarding designating the Selwyn Hall as a place of safety. It was agreed that there would need to be numerous places of safety throughout the parish listed in the plan. No decision had been made by the Parish Council regarding the Selwyn Hall. Cllr Ingledew, as the Parish Council representative on the Selwyn Hall Management Committee will liaise with them.  
  
It was agreed to invite Cllr Bolton to the next meeting on 9<sup>th</sup> December to go through the draft plan.  
  
It had been confirmed by the Insurance Company that the Flood Wardens only be insured under the Parish Council insurance when they are working on Council land, under the instruction of the Parish Council. Flood Wardens are to be advised not to work on highways.  
  
There is an issue of some MoD houses at Rudloe being flooded as a result of highways drainage failures. This would need to be raised at the MoD Liaison meeting. Sandbags should be provided.
  - c. **Renewal of Parish Council insurance:** This had been renewed wef 1<sup>st</sup> October at a cost of £8456.10 and £367.36 for the Cyber policy
- 8. Policy Matters:**
  - a. **Review of Policies:**  
**Procurement Policy:**  
Under paragraph 9 it was agreed to add "This applies to all procurement, except for the agreed preferred contractors to be retained as stated in the Tree Policy"

It was **recommended** that the amended Policy be submitted to Full Council for adoption

- b. **Grant Awarding Policy:** The policy was agreed subject to the addition of an Appendix showing a list of grants awarded with the amount given and the date. A further clause to be added at paragraph 5 stating that no additional grants will be awarded to any organisation unless a report has been given on how a previous grant had been spent

It was **recommended** that amended Policy be submitted to Full Council for adoption.

## 9. Financial Matters

- a. **Clerk's report for period 1.8.24 – 30.9.24**

### **Detailed Income and Expenditure by Budget Heading**

### **Income and Expenditure Account to date**

The reports had been circulated and were discussed and agreed.

- c. **Accounts for payment:** The following payments were submitted and agreed for payment:

#### BACS

Salaries	-		7634.65
HM Revenue & Customs	-	PAYE	1179.89
Avon Sportsground Main Co	-	BG contract	669.50
		Materials	56.24
			732.74
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	816.50
Castle Water	-	Car Park	2.77
Water2business	-	Pavilion/Rec Gd	20.56
Mirage Signs	-	Signs for recycling bins	36.00
Clarity Copiers Ltd	-	Ink toners for photocopier	228.48
L&J Windows Ltd	-	Deposit for replacement door Pav	350.00
Playsafety Ltd	-	RoSPA reports	273.60
Tree Parts Ltd	-	Work to Laurel stumps Cemetery	456.00
John Miller Ltd	-	2 & 4 stroke petrol	73.00
Digiprint Ltd	-	Veteran tree interpretation board	86.40
Tree Parts Ltd	-	Yew tree haloing	576.00
Tree Parts Ltd	-	Remedial work following beech tree	954.00
SSE	-	Outstanding gas bill Pavilion	
		Aug 23 – Feb 24	955.67

#### Direct debit

NEST	-	Pension contribution	218.79
Initial Washrooms	-	Feminine Hygiene	
Hills Waste	-	Refuse collection	135.13
bOnline	-	Office	45.00
bOnline	-	Pavilion	35.40
Novuna	-	Mowers Leasehire	396.00
Wiltshire Council	-	NDR Car Park	91.00
Wiltshire Council	-	NDR PFs & pavilion	247.00
Octopus energy	-	Cemetery Chapel	8.45
Octopus energy	-	Pavilion elect	25.90
		Pavilion Gas	36.68
		Tractor shed	34.26
		Council Offices	98.8

#### Standing Order

Giffgaff	-	Tablet monthly plan	8.00
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#### Debit Card

Amazon UK	-	Basketball nets	6.39
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- d. **Items to be considered with the budget:**

- Upgrade of website
- Consider replacing the Earmarked Reserves used for the purchase of UTV - £6k
- Wall by Selwyn Hall – build up funds

- Elections – build up reserves to cover the cost of an election
- SLCC – consider membership
- Insurance valuations on Council's assets
- Level of Grants
- Updating of Community Plan
- Laptops/Computer security for Councillors

#### **11. Legal matters:**

- Lodge:** The tenancy to be renewed for a further 12 months from 15<sup>th</sup> November at the increased monthly rental of £930
- Licences:** Licences renewed from April
- Data Protection:** On going
- Lease of field behind Cemetery:** This had been signed wef 1<sup>st</sup> January 2024
- Wall at the Selwyn Hall:** Paul Emerson is rechecking the condition of the wall. Funds to be built up for the repair

#### **12. Items for Discussion:**

- Website Accessibility:** Report from the Assistant Clerk was displayed and will be circulated. Most of the issues that had been raised at the seminar were being addressed. The Privacy Policy to be put on the website and an Accessibility Statement drawn up.
- Improvements to the front page of the website:** New photographs to be put on. Cllr T. Walton to speak to the Assistant Clerk about how the front page could be improved.
- Discussion on whether to hold a Business Planning session to be held with Councillors:** The Assistant Clerk's proposal was discussed and it was agreed that there would not be time to do this before the budget setting meeting. It was suggested that the Assistant Clerk produce a draft to illustrate what is intended.

**Box Communities Plan:** The plan drawn up to cover 2013-2020 has items that are still relevant. Copy to be given to all Councillors. This will be discussed at the budget setting meeting.

- Arrangements for Christmas Tree and Lighting:** It was agreed to put up a smaller tree with garlands and lights. Risk Assessment to be carried out beforehand. **To be discussed at Full Council**

**Assistant Open Spaces Manager:** It was reported that the Assistant Open Spaces Manager had given notice and would be leaving on 6<sup>th</sup> November. This would have an impact on some of the work being carried out by the Open Spaces Manager – ie the erection of the Christmas Tree, changing of SIDs etc as he would be working on his own.

The issue of recruiting a replacement was discussed and in order for this to be completed as soon as possible it was **recommended** that the recruitment process be devolved to the Personnel Committee to progress.

The Chair of Personnel will meet with the Clerk to discuss draft Advert, job description etc. An additional meeting to be held on Monday 4<sup>th</sup> November after the Cemetery Management Committee meeting. It was agreed that the Open Spaces Manager would be involved in the recruitment process.

- To consider applications for grants:**
  - **Wiltshire Bobby Van Trust:** Application received requesting a grant of £520 towards a proposal to install four video doorbells to four vulnerable Box residents.

It was **recommended** that a grant of **£520** be made subject to more specific information as to where in the Parish the video doorbells would be installed and also subject to a report for the Annual Parish Meeting next year.

- **Corsham Windband Association:** Application received requesting a grant of £500 towards the cost of delivery of brass and woodwind lessons, including instruments and music for Box residents. The lessons are carried out at Corsham Primary Broadwood Road, Rudloe

It was **recommended** that a grant of **£500** be made subject to a report on how the grant was spent be given to the Annual Parish meeting next year.

**13. Correspondence:**

- Letter re Boxfields Bungalows:** Letter received asking about the possibility of having a Bath Stone memorial laid at the site of the Boxfields bungalows in memory of the Irish and other nationals that came to Corsham in support of the war effort during WW2. It was agreed that this is something that the Parish Council could not approve and that the proposer should get in touch with the landowner.
- Service of Remembrance:** Road Closure Order for part of the A365 Devizes Road on Sunday 10<sup>th</sup> November between 10-11.45 am for the Remembrance Day service
- CCTV in field behind the Cemetery:** It had been reported that there is a CCTV camera in the field behind the Cemetery. Clerk to contact the tenant to inform them that permission should have been sought from the Parish Council and to ask whether this is actually recording and what area it is covering. This will be discussed further at the Cemetery Management Committee meeting on 4<sup>th</sup> November and may impact on the draft CCTV policy.

**14. Forward Plan/Risk Assessment/Capital Asset Management:** Forward Plan and Risk Assessment to be updated and circulated to Committee members.

**15. Items of Report and future Agenda items:**

**Apple Day:** To be held on Sunday 20<sup>th</sup> October at 12 noon on Box Hill Common

**16. Date of next meeting:** 9<sup>th</sup> December 2024

*Meeting closed at 8.45 pm*

**Chair**