



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 14th AUGUST 2023

- 1. Present:** Councillors T. Walton (Chairman); R. Davies; D. Dorey; S. Parker;
B. Walton; D. Wright
Mrs Carey (Clerk)
- 2. Apologies** Cllr M. Tye
- 3. Absence:** Nil
- 4. Public Question Time:** There were two members of the public present.

Holly Weeks had written to the Council asking permission to hold a fortnightly/monthly market situated on the Car Park. She had come along to provide more details.

She has recently set up markets at Sherston and Marshfield and this involves six stalls. It was suggested to her that she should speak to the Dandelion Café who also hold markets to combine with them. It was felt that the use of the Car Park was not ideal but there was an area of grass between the car park and the football pitch which could be used. Alternatively she could look at either the Pavilion or the Selwyn Hall.

Holly agreed to investigate this further and come back to the Council

5. Chairman's Announcements and Declarations of Interest:

- 6. Minutes:** The Minutes of the Finance & Governance Meeting held on 12th June 2023 were taken as read and signed as a true record

7. Matters Arising/Actions

- a. **Resilience Plan:** The draft Plan had been sent to Wiltshire Council
- b. **Jubilee Youth Centre Management Committee:** A draft Agreement will be drawn up.
- c. **Parish Council Carbon Audit:** Cllr S. Parker was helping Cllr T. Walton to collate the information
- d. **Community Governance Review:** A letter had been received from Wiltshire Council Electoral Services Officer stating that the total electorate for Box is 3380 (2147 for Box Ward and 1233 for the Rudloe Ward). This equates to 64% for Box Ward which is 9.6 councillors (nearest whole is 10) and 36% for Rudloe Ward which is 5.4 councillors. This is the current divide for the two wards. It was agreed that this could be reviewed again in the future.
- e. **Request for a formal review of the Council's Contracts re the hire of its facilities:**
This had been referred back to Committee for further discussion in light of more information.

Under the Local Audit and Accountability Act under Inspection of documents it states:

“This section does not entitle a person

- a. to inspect or copy any part of any record or document containing information which is protected on the grounds of commercial confidentiality or
- b. to require any such information to be disclosed in answer to any question

Information is protected on the grounds of commercial confidentiality if:

- a. its disclosure would prejudice commercial confidentiality and
- b. there is no overriding public interest in favour of its disclosure”

After discussion it was agreed to take further advice on this and to **recommend** to Full Council that the Freedom of Information Publication Scheme be reviewed as not all contracts may meet this criteria.

8. Policy Matters:

a. Review of Policies

The Policy for Writing and Sending Emails The revised policy had been circulated.

It is **recommended** that this be submitted to Full Council for formal adoption.

9. Financial Matters

a. Update on investments: The Clerk confirmed that one of the fixed term deposits had matured on 8th August with accrued interest of £262.50. The principal (£12500) will be reinvested together with the Hobbs Bequest of £7200 plus £300 in two fixed term deposits for 12 months with an interest rate of 3.5%. The Clerk reported that the annual interest for the Nationwide account had been £352 and £302 for the BIBs account.

b. Monitoring of Council Budget

Clerk's report: The Clerk's Financial report for 1.6.23 – 31.7.23 had been circulated together with the Annual Budget report and the Detailed Income and Expenditure report up to 31.7.23

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

BACS

Salaries	-		6048.06
HM Revenue & Customs	-	PAYE	1817.68
Avon Sportsground Main Co	-	BG contract	640.70
		Materials	167.52
			808.22
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	816.50
Castle Water	-	Sewerage services Market Place Car Pk	2.72
Westcare Supply Zone	-	Printer cartridges	264.53
Water2Business	-	Pavilion and Bowling Green	16.33
SSE	-	Pavilion – Gas	587.35
SSE	-	Office – Gas	232.34
SSE	-	Office – Electricity	325.31
SSE	-	Pavilion – Electricity	420.18
SSE	-	Chapel – Electricity	47.31
SSE	-	Tractor Shed – Electricity	129.68
Ultra-Warm Ltd	-	Tracing fault to office boiler	102.00
Ultra-Warm Ltd **	-	Service to Pavilion boiler	249.60
Fire Alarm Consultancy Ltd	-	Fire Extinguisher service & replacement	401.57
Wiltshire Steeplejacks	-	Test to Air Terminal	720.00
Rialtas Business Solutions Ltd	-	Year End closedown	906.00
Tree Parts Ltd	-	Lacy Wood	4200.00
Westcare Supply Zone	-	Diaries and stationery, refuse sacks	182.95
Sovereign Damp & Timer Ltd	-	Repairs to Pavilion	4020.00
Giraffe Engineering	-	Structural survey Albion Terrace Wall	600.00

<u>Direct debits</u>			
NEST	-	Pension contribution	193.69
Initial Washrooms	-	Feminine Hygiene	33.08
Hills Waste	-	Refuse collection	181.57
Plusnet	-	Telephone Pavilion	40.25
Plusnet	-	Office	41.10
Hitachi (Novuna)	-	Mule Leasehire	344.74
Novuna	-	Mowers Leasehire	396.00
Fuel Card Services	-	Petrol	13.20
Wiltshire Council	-	NDR Car Park	91.00
Wiltshire Council	-	NDR PFs & pavilion	247.00
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
Giffgaff	-	Tablet monthly plan	8.00

**Ultra-Warm have found that the boiler needs a new circuit board which will cost £252.20 + vat after which they will need to carry out the annual service

10. Legal Matters:

- a. Lodge: On going
- b. Licences: Licences renewed from April
- c. Data Protection: On going
- d. Lease of field behind Cemetery: This had been signed wef 1st January 2022.
- e. Wall at the Selwyn Hall: To be considered with the budget

11. Items for Discussion

- a. Communications Working Group: Report and draft Terms of Reference received and circulated.

It was **recommended** that this go to the Full Council for adoption

- b. Review of Terms of Reference for the Council and Committees: Following recent changes the revised Terms of Reference had been circulated.

It was **recommended** that this go to the Full Council for adoption

- c. Review of Code of Conduct: The Clerk reported that Wiltshire Council are currently reviewing their Code of Conduct for Councillors listing the Nolan Principles. The Parish Council has currently adopted the NALC Code of Conduct and it was agreed to wait for a revised Code of Conduct from them. The Council's Code of Conduct will be reviewed again at that time.

12. Correspondence:

- a. Vacancies on Parish Council: No election had been called. The notice re co-option to be displayed with request for applications by 18th September
- b. Renewal of Insurance Policy: The pre-renewal questionnaire had been circulated.
- c. Request from Box Parish Magazine to waive the hire charge for the Pavilion and to consider a small grant letter received from the Box Parish Magazine asking for the Pavilion hire charge (£80) for the event to be held on 12th October from 5-9 pm to be waived and for the Parish Council to consider a small grant of say £100 towards the other costs of the gathering. There was a discussion on this and so as not to undercut the Selwyn Hall it was **recommended** that the hire charge would still stand. The issue of a grant will be discussed at the October Council Meeting along with the other applications.
- d. Request for a grant from the Selwyn Hall Management Committee: It was agreed to consider this at the October Council Meeting along with the other applications.

There was a discussion as to whether groups should be asked to provide a copy of their accounts when submitting an application. Clerk to circulate a copy of the current Grant Application form to the committee to review.

- e. **Appointment of Internal Auditor for AGAR:** Letter received from Glenys Gill, ex Parish Council Clerk at Colerne, offering her services as an Internal Auditor. Following the announcement from Karen Sayers that she had decided not to undertake future internal audits it was **recommended** that Glenys Gill be appointed at a cost not to exceed £150
- f. **Wiltshire Air Ambulance;** letter received from Recycling Solutions who work with Wiltshire Air Ambulance who have a clothing bank located at Box Recreation Ground. There is currently a clothing bank sited next to this which states it raises funds for a charity called “Innocent Child”. Concerns have been raised regarding the charity that this clothing bank states it supports and asks for permission for Wiltshire Air Ambulance to remove this clothing bank. It was agreed that this should be removed
- g. **Rudloe Community Centre:** Letter received from Phillip Rice regarding the Rudloe Community Association and whether this is up and running again and could apply for funding. This is something for the local Community to arrange.

Letter received from Wiltshire Council stating:

The Asset Gateway Group met on 4th August. The outcomes will be referred to the Council’s Leadership Team for ratification, but they confirm that the recommendation was to dispose of the site, giving consideration to the potential for a Community Asset Transfer of all or part, and that the Group confirmed this recommendation, subject to a three month limit for these proposals being brought forward.

For these purposes the view is that the three month period would give rise to either:

- A bid from the Parish Council which can be taken through the policy around asset transfers to parishioners
- A successful bid through the Area Board under the pre-existing CAT Policy – the relevant Council web page can be viewed. It is understood that the office with responsibility for this area board is Ros Griffiths should this route be pursued

If at the end of the three month period, these outcomes are not fully progress the property will be referred back to AGG for further review.

- h. **Box Churchyard:** Copy letters received from Cllr B. Mathew and John Rees (WC) re the maintenance of Box Churchyard

13. Items of Report and future Agenda items:

- Discussion on Xmas lighting etc.

14. Date of next meeting: 9th October 2023

Meeting closed at 8.45 pm

Chairman