



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 12th NOVEMBER 2018

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell; R. Case;
A. Clench; J. Cox; V. Hill; P. Van Praag
Mrs Carey (Clerk)
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Actions:**

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Raise with CATG and CAB	October 2018	Clerk	CATG mtg 21 st November
Review of Risk Assessment by all Committees	May 2018	Pavilion Management Committee chairman	End of November 2018
Draw up spreadsheet to go with the Provision and use of work equipment policy	October 2018	Cllrs Campbell/Hill	End of January 2019
Electricity for Tractor Shed – Clerk to contact SSE. Cllr Campbell to obtain quotes for replacement generator	12 th November 2018	Clerk Cllr Campbell	End of November 2018

- 7. Minutes:** The Minutes of the Meeting held on 8th October 2018 were taken as read and signed as being a true record.
- 8. Matters Arising:**
 - a. **“Box” parish signs:** Cost of the installation charge for the signs had been raised with both Area Board and CATG and has been put on the Agenda for discussion

at the next CATG meeting. Waiting quotations from alternative highway accredited contractors.

- b. **Market Place Car Park**: The terms for the new Lease had been agreed at the Full Council meeting on 28th June 2018. Waiting receipt of the Lease for signing.
- c. **Electoral Review of Wiltshire Council**; On-going.
- d. **Parish Council quarterly Newsletter**; This had been sent out. Cllr Hill objected to this and stated that anything sent out in the Parish Council's name should have been agreed by the Full Council. Next newsletter to be drawn up at end of February

Concern was raised about Council matters being discussed on email and the Clerk reminded the Committee of the advice received from WALC which had stated "the Code of Conduct is based on the 7 principles of public life. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Councillors should be basing their conduct on these principles with "openness" potentially at risk with emailed meetings. "Virtual" meetings should not take place as meetings of the Council must be held in public"

9. Policy Matters:

a. Policies:

Flood Warden group: Meeting held on 30th October
Waiting to hear back from the Flood Warden group re Flood Action Plan

The Committee agreed that the issue of flooding needs to be address by flood prevention – ie clearing and improvement to drains

A supply of gel bags had been collected.

b. Risk Assessments

Format of Risk Assessment form: Next review to be carried out in July 2019
Pavilion Management committee to complete the Risk Assessment

c. Applications for use of the Recreation Ground/Box Hill Common: Nil

- d. **Review of policies**: Provision and Use of Work Equipment drawn up and agreed. This will run alongside the Risk Assessment. Spreadsheet to be drawn up to accompany this. **Action: VH/RC**

- e. **Terms of Reference for the Council – Role of Vice Chairman**: This was discussed and it was agreed that the Terms of Reference be amended to state that in the absence of the Committee Chairman at a meeting, the Vice Chairman would chair that meeting. In the event of a Chairman of a Committee resigning, it was agreed that the Vice Chairman would automatically take over the role of Chairman, and a new Vice Chairman be elected, until the next Annual Council meeting.

- f. **Business Plan/Forward Plan**: The Committee was asked to consider whether the Forward Plan was still relevant or if this should just be kept as a reference document and to look at drawing up a business plan with a list of proposed projects. To be discussed further.

Drawing up of a 3 or 5 year budget: This was discussed. Committee members to consider whether this is needed. To be discussed further

- g. **Emergency Plan**: This had been updated with details of accommodation that could be used in the event of an emergency eg Selwyn Hall. It was stated that in the event of an emergency the Emergency Planning Officer from Wiltshire Council would take control and the Management Committee would not be expected to have to do anything other than to open the building. The Committee agreed to look at drawing up an information leaflet to go out to vulnerable people with advice in the event of an emergency.

10. Financial Matters:

- a. **Investment of Earmarked Reserves**: Continue to monitor investments
 b. **Financial Regulations and Financial Risk Assessment**: On-going
 c. **Monitoring of Committee budgets**: The Committee will continue to regularly monitor the budget.

11. Legal Matters:

- a. **Lodge**: Continue to monitor any items reported by the Letting Agent
 b. **Licences**: Licences had been renewed from April
 c. **Data Protection**: The Data Protection Policy and other documents had been put onto the website

12. Correspondence:

- a. **Parish website**: Letter received from Mr Lyons stating that he wishes to hand over the management of the website in the near future. It was agreed that the Council would have to discuss what it required from a website and whether the Council employs a professional to set up a separate parish council website. Letter of thanks to be sent to Mr Lyons for all his work on the website since 2000.
 b. **Diversion of footpath 56**: Formal application to divert a section of footpath 56 at Wadswick had been received from Wiltshire Council. There was no objections to this
 c. **Clean Air Zone in Bath**: The response from both Wiltshire council and B&NES had been circulated to Councillors with a link to submit comments to the proposal
 d. **Accident on A365**: The bus shelter on the Devizes Road had been demolished when a lorry had mounted the pavement. Waiting to hear back from Wiltshire Council
 e. **Sign for Rudloe**: Letter from Ben Anderson regarding the design for the sign.
Discuss at Full Council
 f. **Arnold Baker – Eleventh edition**: Clerk to order a copy of this through NALC at a cost of £103.99

13. Accounts: The following accounts were submitted and approved for payment:

Cheques

Carer Support Wilts	-	Grant	6413	50.00
Citizens Advice Wiltshire	-	Grant	6414	50.00
Playsafety Ltd	-	RoSPA reports	6415	247.80
CPRE	-	Membership	6416	36.00
Travis Perkins	-	Shingle for War Mem	6417	145.98
Marcus Mitchell	-	Work to Blind House	6418	1200.00

<u>BACS</u>			
Salaries	-		5027.21
S. Lock	-	Cemetery Contract	400.00
E. Joaquin	-	Cem contract	400.00
HM Revenue & Customs	-	PAYE	1548.33
Imperial Cleaning Services	-	Pavilion cleaning	300.00
Westcare Supply Zone	-	Refuse sacks	153.60
WALC	-	Councillor's training	84.00
Avon Sportsground Main Co	-	BG Contract and materials	584.00
John Miller	-	Puncture repair	21.50
Richard Cripps	-	Management Plan for Common	220.00
Shed Scene	-	Deposit on BG shed	40.00

<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	23.82
Wiltshire Council	-	NDR Car Park	
88.00			
Wiltshire Council	-	NDR Pavilion/PFs	293.00
John Deere	-	Mowers leasehire	444.00
Tallis Amos	-	Mule service agreement	101.33
NEST	-	Pension contribution	
95.97			
Fuel Card services	-	Petrol	18.68
Fuel Card services	-	Petrol	38.40
Hills Waste	-	refuse collection	88.24

14. Health and Safety issues:

Staff working conditions: At a recent Appraisal Review meeting the issue of the tractor shed was discussed. This has no electricity supply and the staff are using Joel's own personal generator. It was stated that the Council has a duty of care to look into this. It was agreed to discuss this at **Full Council**. Cllr Campbell agreed to obtain quotations for a replacement generator.

It is **recommended** that money is put into the budget to pursue the supplying of mains electricity to the building and the Clerk will contact SSE for advice. **Action: Clerk**

15. Highway issues:

- Abandoned cars – two cars which had been abandoned on the highway had been reported to Wiltshire Council
- The issue of the cost of the installation for the parish signs and also the issue of 25% contribution towards highways issues will be considered at the next CATG meeting

16. Items raised at Full Council: Nil

17. Items of Report and future agenda items:

- Playgroup sign:** Clerk to ask the Magic Dragon to remove the sign from the side of the Blind House
- Grit bins;** Clerk to ask the Parish Steward to clear the area around the grit bin by Ley Woods and also the one in Mill Lane by Slades Farm

- c. **Minutes from Personnel Meetings**; Following advice, the procedure for advertising and reporting Personnel meetings had changed and this will be explained at the Full Council meeting. In light of the new Data Protection Regulations, Councillors to be asked to sign a form agreeing to abide by confidentiality.

18. Date of next meeting: 10th December 2018

Chairman

Meeting closed at 9.40 pm